

**293D BASE SUPPORT BATTALION**

# **HOUSING POLICY**

**MANNHEIM, GERMANY**

**15 DECEMBER 2002**

## **EMERGENCY TELEPHONE NUMBERS**

<b>MILITARY POLICE</b>	<b>730-114</b>
<b>AMBULANCE</b>	<b>730-116</b>
<b>FIRE</b>	<b>730-117</b>
<b>EMERGENCY ENGINEER</b>	<b>730-115</b>

## **USEFUL TELEPHONE NUMBERS AND WEBPAGES**

<b><u>FAMILY HOUSING</u></b> (on post quarters)	<b>CIV 730-2449</b>
<b><u>CHRRS</u></b> (off post quarters)	<b>CIV 730-2793</b>
<b><u>CFMO</u></b> (Furniture)	<b>CIV 730-3276</b>
<b><u>TRANSPORTATION</u></b> Inbound	<b>CIV 730-3435</b>
<b><u>TRANSPORTATION</u></b> Outbound	<b>CIV 730-2015</b>
<b><u>WORKORDER</u></b> Government Quarters	<b>CIV 730-2074</b>
<b><u>WORKORDER</u></b> Appliance Repair NUMBER)	<b>CIV 3804724 (NO DSN</b>

Workorders may also be submitted through the DPW Webpage at  
**<http://home.mannheim.army.mil/dpw/index.htm>**

Community information may be obtained through the BSB Webpage at  
**<http://home.mannheim.army.mil>**

In case of an engineer emergency (such as a broken water pipe) during non-duty hours call  
730-115.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Management of Government Controlled Housing (293d BSB Order 210-50)

1. The purpose of this memorandum is to outline management, community and resident responsibilities in government-owned and leased family housing and soldiers barracks within the 293d Base Support Battalion area.
2. References:
  - a. AR 210-50, 26 February 1999, Housing Management.
  - b. USAREUR Regulation 210-50, 19 September 2001, Housing Management.
3. The guidance contained in this directive is applicable to all residents of government owned family housing, soldiers barracks, and government-leased housing within the Mannheim community.
4. The following general guidance is provided:
  - a. Commercial solicitation by telephone or in person in government-owned or leased housing is strictly prohibited without a permit issued by the Directorate of Community Activities. The Military Police should be notified if unauthorized personnel are soliciting in the housing areas.
  - b. Organized group physical training and unit formations (i.e., battalion, company or platoon) may be conducted in or adjacent to the family housing areas. However, cadence or other noise will not be generated except as indicated in paragraph 4c, below. Likewise, individual physical training is permitted; however, generating excessive noise will not be tolerated.
  - c. On the last Friday of each month, units will be permitted to conduct organized unit runs through the housing areas during the hours of 0700 through 0800. Commanders desiring to conduct organized physical training in the housing areas at other times must submit a request to the Commander, 293d Base Support Battalion, at least 14 days prior to the scheduled date of the organized training.
  - d. Established quiet hours for family housing and barracks are from 2200 to 0700 hours daily, including weekends and holidays.

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e. The gazebo adjacent to the BFV chapel can be reserved by calling the AIC's office, 385-2487. The individual reserving the gazebo will be the POC and responsible for cleaning up after use and ensuring that the Housing Policy is adhered to, as stated above.

f. Family housing residents may maintain a maximum of two dogs or two cats (or one of each) per household. This limit does not apply to birds, fish, or other small caged pets. Exotic animals are not permitted as household pets in government-owned or leased quarters. Pets kept in the housing area must have current immunization and must be registered with the Veterinary Clinic. Pets are not permitted to be kept on the balcony of housing units or outside of the housing unit while unsupervised. Pets must be kept away from playground areas. Pets are to be kept on a leash at all times when outside the apartment; and should not be a nuisance to others. Walk pets away from the building and playground areas. Pet owners must collect and dispose of droppings from their pets. Additional guidance pertaining to the responsibilities of pet owners is contained in **TAB I**.

g. To prevent potential accidents, individuals riding a bicycle on the streets in the housing areas should always ride in the same direction as the automobile traffic and adhere to traffic laws. Also, a safety helmet must be worn at all times when riding a bicycle, skateboard, scooter, rollerblades, sleds or toy vehicle on a U.S. military installation or in the housing areas. Sponsor may be ticketed for non-compliance. Children up to age 10 must ride on the sidewalk and must wear helmets. See AR and USAREUR Reg 190-34 for more information.

h. Individuals operating a motorcycle, moped or motor bike in the housing area are subject to the same traffic controls and regulations as operators of automobiles. These vehicles may not be operated on playgrounds, lawn areas, or other areas not designated for vehicle traffic.

i. Residents must keep exterior exit doors closed and secured at all times. Propping doors open or leaving doors unlocked is unauthorized and puts all building residents at increased security risk.

5. The following policies are placed into effect with the publication of this directive:

a. The Commander, 293d Base Support Battalion, will serve as the Installation Coordinator for all government-owned and leased family housing areas in Mannheim. The Commander will manage housing areas through the Area Coordinator and Mayoral programs to maintain a high quality of life for housing residents and acceptable standards in facilities and on grounds.

b. A mayor will be elected annually by the residents of each housing area or appointed by the Commander, 293d Base Support Battalion, to serve a one-year term. The mayor will be an adult military spouse resident of government-owned or leased quarters within the housing area. If no spouse volunteers to serve as mayor, a military service member may assume the duties of mayor

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within the housing area in which he/she resides with the permission of his or her commander. The Director, Community Activities, will conduct the election process. The Director of Community Activities, prior to each election, will publish specific guidelines concerning the election process. Duties and responsibilities of mayors are outlined in **TAB S**.

c. Army Family Housing (AFH) in the Mannheim community, including leased housing, is divided into housing areas. The responsibility of Area Coordinator for each housing area is assigned to a major tenant commander, as reflected below:

<u>AREA</u>	<u>LOCATION</u>	<u>AREA COORDINATOR</u>
A	BFV, Grant Circle/Taylor Street	Cdr, 18th Military Police Brigade
B	BFV, Jackson Street	Cdr, 2/502d Aviation Bn
C	BFV, Jefferson Street	Cdr, 95th Military Police Bn
D	BFV, Jefferson/Washington Streets	Cdr, 510th Personnel Services Bn
E	BFV, Lincoln Street	Cdr, 4 <sup>th</sup> ASOS
F	BFV, Washington Street	Cdr, 181st Transportation Bn
G	BFV, Columbus Street	Cdr, 44th Signal Bn
H	BFV, Columbus Street	Cdr, 72d Signal Bn

d. The Housing Manager will appoint in writing Assistant Area Coordinators and Building Coordinators and forward the appointment orders to the Family Housing Office. The senior area/building resident with at least one year remaining prior to their DEROS will typically be appointed as the Assistant Area Coordinator and/or Building Coordinator. The appointment as Assistant Area Coordinator or Building Coordinator will continue until such time as officially relieved from the appointment. The appointment will typically remain in effect for a minimum of one year, even though a more senior resident may be assigned to the building. Residents of temporary family housing units will not usually be appointed as Assistant Area Coordinators or Building Coordinators. Additionally, chaplains, lawyers, Inspector Generals, and staff doctors normally will not be appointed as Assistant Area Coordinators or Building Coordinators. Single/unaccompanied personnel that reside in family housing units that have been diverted to UPH quarters also will not be appointed these duties, but will still be responsible for stairwell duty.

e. Building Coordinators are responsible for appointing Alternate Building Coordinators to perform the duties during their absence. The Building Coordinator will also appoint Stairwell Coordinators. A listing of the personnel appointed will be provided to the Housing Manager and will be updated as changes occur. Additionally, this housing chain of command will be prominently posted on each stairwell bulletin board.

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f. The Housing Manager or a designated representative will conduct initial training sessions for newly assigned Building Coordinators upon receipt of their appointment orders. Contact email addresses will be provided at the same time.

g. The Housing Manager will provide listings of building residents to the Building Coordinators upon appointment. Updated listings will be provided upon request.

6. Responsibilities for the effective management of Government-controlled housing include:

a. Commander, 293d Base Support Battalion:

(1) Serve as the Installation Coordinator for all government-controlled housing.

(2) Provide general guidance and support to Area Coordinators and Assistant Area Coordinators, as required.

(3) Resolve disciplinary and family misconduct problems beyond the capability of Area Coordinators. The Commander, 293d Base Support Battalion is the Civilian Misconduct Action Authority (CMAA), in accordance with USAREUR Regulation 27-9, for the Mannheim community.

(4) Ensure compliance with this directive.

(5) Chair each scheduled Town Hall meeting (or provide a designated representative).

(6) Coordinate all housing area issues with tenant commanders, including written performance appraisals of Building Coordinators, as needed.

(7) Chair the monthly Community Information Forum meetings.

b. Housing Area Mayors:

(1) Provide recommendations to the Commander, 293d Base Support Battalion, for improving community life.

(2) Keep Area Coordinator and residents informed of services, programs, procedures, policies and future plans.

(3) Improve the flow of information among the housing area residents and various agencies and staff of the 293d Base Support Battalion.

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(4) Assist in conducting semiannual Town Hall meetings to discuss housing area issues and concerns.

(5) Attend monthly Community Information Forum meetings.

(6) Perform other duties as outlined in **TAB S**.

c. Area Coordinators: See **TAB B**.

d. Assistant Area Coordinators: Assist the Area Coordinator in the accomplishment of responsibilities and in the maintenance and upkeep of the housing area.

e. Building Coordinators: See **TAB D**.

f. Stairwell Coordinators: See **TAB F**.

g. Family Housing Sponsors/Residents: See **TAB G**.

7. The Point of Contact for this directive is the Housing Manager, 385-2611.

CHRISTOPHER L. MILLER  
LTC, AG  
Commanding

DISTRIBUTION: C

(This memorandum supersedes memorandum, AEUSG-MA-EH, dated 15 October 1999, subject: Management of Government-Controlled Housing (293d BSB Order 210-50))

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**LISTING OF TABS**

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TAB B	-	Area Coordinator Responsibilities
TAB C	-	Performance Counseling and Associated Checklist
TAB D	-	Building Coordinator Responsibilities
TAB E	-	Building Coordinator Checklists
TAB F	-	Stairwell Coordinator Responsibilities
TAB G	-	Duties and Responsibilities of Housing Sponsors/Residents
TAB H	-	Control and Supervision of Children
TAB I	-	Control and Supervision of Pets
TAB J	-	Misconduct in Family Housing
TAB K	-	Area Meetings
TAB L	-	Quarters Construction and Improvements by Residents
TAB M	-	Yard, Attic and Similar Sales
TAB N	-	Separate or Recycle Trash (SORT) Program
TAB O	-	Family Housing Assignment Policies
TAB P	-	Welcome Wagon
TAB Q	-	Housing of Domestic Employees
TAB R	-	Single Soldiers Barracks Management Policy
TAB S	-	Organization and Responsibilities of the Mayoral Program
TAB T	-	Fire Prevention
TAB U	-	Energy Conservation
TAB V	-	Force Protection Issues



## **TAB A**

### **ORGANIZATION OF HOUSING AREAS**

1. Family housing buildings within the 293d Base Support Battalion are divided into separate areas as identified in ANNEX 1 to TAB A. The duties of Area Coordinator have been assigned to the Commander of a tenant unit as reflected in paragraph 5c of the basic memorandum. The Housing Manager will appoint a senior resident of the housing area on orders as the Assistant Area Coordinator. This individual will be responsible for assisting the Area Coordinator in the supervision and management of the housing area and other duties as listed in **TAB B**.
2. The Housing Manager will appoint a Building Coordinator in writing. The Building Coordinator will typically be the senior resident of the building that has a minimum of 12 months remaining prior to DEROS.
3. Building Coordinators must appoint an Alternate Building Coordinator and Stairwell Coordinators. Stairwell Coordinators will usually be the senior resident of the stairwell. All appointments will be made in writing and a copy of the appointment order will be provided to the Housing Manager, as well as a current email address.
4. Responsibilities of Area, Building and Stairwell Coordinators are defined in tabs B, D and F, respectively to this memorandum.
5. The Area and/or Assistant Area Coordinator will maintain listings of all Building and Stairwell Coordinators. They will be reviewed routinely at neighborhood meetings to ensure appropriate appointments have been made, necessary training has been received and alternate coordinators have been designated to serve during periods when the appointed coordinator may be absent. Area Coordinators will be provided a copy of each Building Coordinator appointment that is made by the Housing Manager. The Housing Manager will maintain a consolidated listing of all Area and Building Coordinators and will provide copies to the Base Support Battalion Commander, Command Sergeant Major and the Community Provost Marshal.
6. The Housing Area Chain of Command is displayed at **ANNEX 2**. All problems or disputes within a housing area should be elevated to the next level of command as shown. A copy of the Housing Area Chain of Command (with names and addresses included) must be prominently displayed in each stairwell of government-controlled housing.

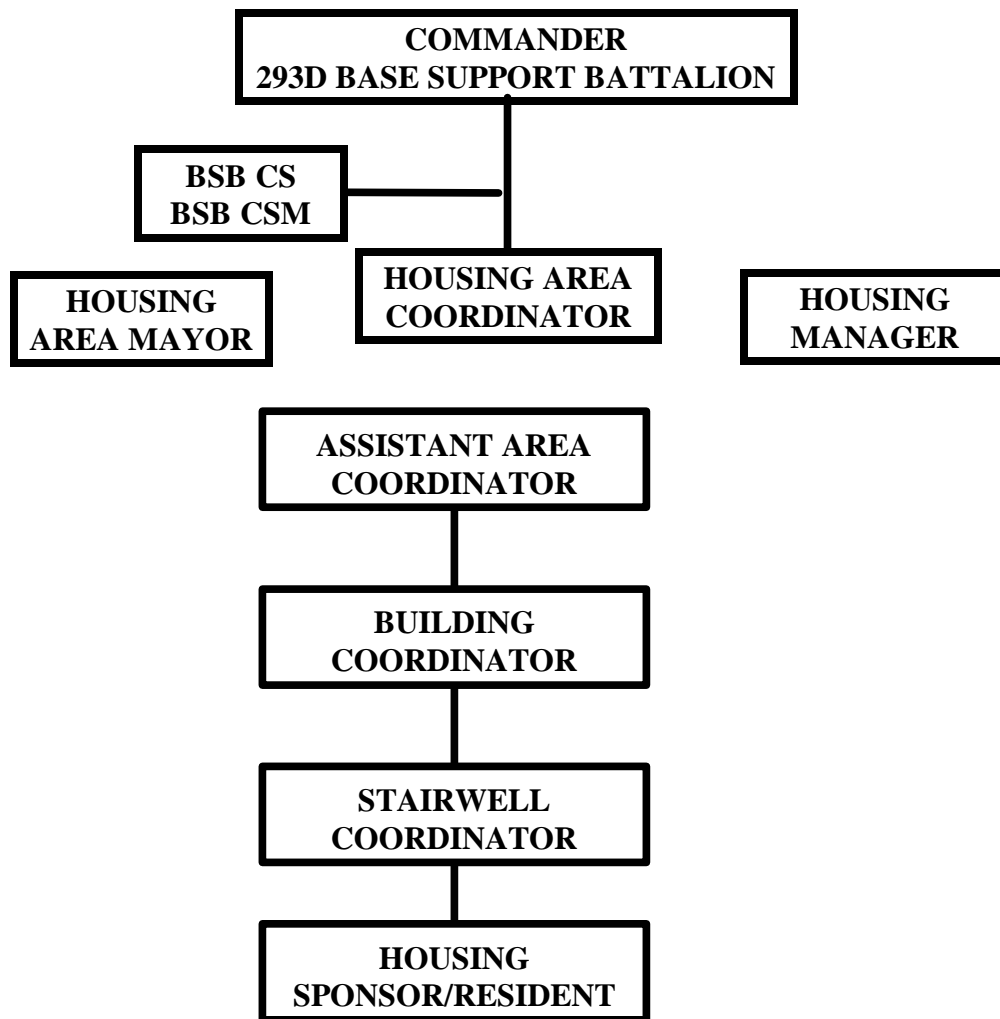
**ANNEX 1 TO TAB A**

**HOUSING AREA STRUCTURE**

<b><u>AREA</u></b>	<b><u>LOCATION</u></b>	<b><u>BUILDING NUMBERS</u></b>
A	Grant Circle and Taylor Street	2001 through 2057
B	Jackson Street	636 through 652
C	Jefferson Street	657 through 665 and 671 through 678
D	Jefferson/Washington Street	653 through 656, 666 through 670 and 679 through 684
E	Lincoln Street	190 through 199
F	Washington Streets	685 through 695 and 701 through 704
G	Columbus Street	287 through 289, 296 through 304 and 306 through 310
H	Columbus Street	279 through 285 and 290 through 295

**ANNEX 2 TO TAB A**

**HOUSING AREA CHAIN OF COMMAND**



The above Chain of Command should be used for the resolution of any complaints or disputes which may arise within a housing area. (The solid line reflects the Chain of Command; the broken line reflects the support chain available to Area Coordinators.)

Area Coordinators, Assistant Area Coordinators, Building Coordinators and the 293d BSB command staff group may issue Housing Citations (**ANNEX 1 to TAB D**) to residents who fail to fulfill their responsibilities or who are in violation of this directive or other applicable directives. The Housing Manager, upon request of an Area Coordinator, will issue a formal warning letter. If subsequent warning letters are necessary, they will be from the BSB Commander to the sponsor through his/her Brigade and Battalion Commanders.

ANNEX 3 TO TAB A (continued)

HOUSING AREA CHAIN OF COMMAND

FIRE EMERGENCY #s

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>COMMANDER, 293D BASE SUPPORT BATTALION

>NAME: LTC CHRISTOPER L. MILLER                      PHONE # 380-1500

>CSM, 293D BASE SUPPORT BATTALION

>NAME: CSM JOSE ROGERS                                      PHONE # 380-1520

>AREA COORDINATOR, COMMANDER \_\_\_\_\_

>ASSIST. AREA COORDINATOR

>NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

>BUILDING #: \_\_\_\_\_

>APARTMENT #: \_\_\_\_\_

>BUILDING COORDINATOR/FIRE WARDEN

>NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

>APARTMENT # \_\_\_\_\_

>ALTERNATE BUILDING COORDINATOR/FIRE WARDEN

>NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

>APARTMENT # \_\_\_\_\_

>STAIRWELL COORDINATOR

>NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

>APARTMENT # \_\_\_\_\_

**ANNEX 3 TO TAB A (continued)**

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## **TAB B**

### **AREA COORDINATOR RESPONSIBILITIES**

1. The Area Coordinator for each housing area will be a brigade or battalion level tenant commander, as reflected in paragraph 5c of the basic memorandum. The senior resident of each housing area who has a minimum of 12 months remaining on his/her tour will be appointed in writing by the Housing Manager as the Assistant Area Coordinator. This individual will be responsible for assisting the Area Coordinator in representing the interests of housing residents within his/her assigned area and working to improve the quality of life of residents and the conditions and appearance of the housing area.
2. Specific of the Area Coordinator/Assistant Area Coordinator responsibilities include:
  - a. Establish and maintain the Housing Area Chain of Command for their assigned housing area.
  - b. Coordinate the spring and fall cleanup campaigns within their assigned housing areas.
  - c. Ensure that Building Coordinators correct deficiencies in the policing of grounds, parking areas, streets, and sidewalks surrounding their assigned buildings. Report individuals responsible for simple neglect or willful damage/destruction to the Community Housing Manager for appropriate action.
  - d. Ensure that Building Coordinators maintain common-use areas (laundry rooms, play rooms, unfinished attics, storage rooms, stairwells, halls, dumpster areas, lawns and parking areas) in satisfactory condition.
  - e. Ensure that Building Coordinators conduct weekly inspections of building and common-use areas.
  - f. Ensure that Building Coordinators counsel and meet with Stairwell Coordinators and residents, as outlined within this directive.
  - g. Resolve minor disciplinary and family misconduct problems that cannot be handled by Building and Stairwell Coordinators. Ensure that more serious problems are reported to the sponsor's unit chain of command. Provide recommendations to the Commander, 293d Base Support Battalion, for serious problems that exceed the Area Coordinator's authority.
  - h. Issue Housing Citations or Letters of Admonishment to residents in violation of this directive or other guidance.
  - i. Respond to incidents of security threats and misconduct. Request Military Police support when required.

## **TAB B (continued)**

j. Meet with Assistant Area Coordinator and Building Coordinators and ensure detailed inspections of common-use areas are conducted at least monthly. The checklist provided in **TAB C** should be used for this purpose. A copy of the checklist should be provided to the Building Coordinator and one copy retained on file.

k. Ensure that Stairwell Coordinators and alternates are appointed as required by this directive. The authority to make these appointments also includes the authority to provide input for evaluation reports of the appointed individuals.

l. Promote the community Separate or Recycle Trash (SORT) Program. Details of the SORT Program are at **TAB N**.

m. Assistant Area Coordinators will additionally be responsible for signing a hand-receipt from the Assistant Installation Coordinator, Benjamin Franklin Village, for grounds maintenance equipment that will be maintained in a CONEX container within their assigned areas. The Assistant Area Coordinators will be responsible for controlling access to these containers and the equipment contained therein. The Assistant Area Coordinators will also be issued a key permitting them to obtain gas from a military gas station for use in the government-owned lawn maintenance equipment.

4. Assistant Area Coordinators will ensure that the names of the Housing Area Chain of Command are prominently posted in each stairwell. Any and all changes to the Chain of Command, such as new appointments, will be posted immediately to the Chain of Command displayed in the stairwell bulletin board. **ANNEX 3 to TAB A** is a sample of a Housing Area Chain of Command that may be utilized for this purpose.

5. Area Coordinators or the Assistant Area Coordinator will hold meetings as outlined in **TAB K** and will attend semiannual Town Hall meetings and monthly Community Mayoral meetings as outlined in **TAB S**.

## **TAB C**

### **PERFORMANCE COUNSELING AND ASSOCIATED CHECKLIST**

1. Area Coordinators or Assistant Area Coordinators will counsel Building Coordinators at least quarterly on performance of neighborhood duties. A checklist to guide this counseling is at **ANNEX 1 to TAB C**.
2. Excellent or persistently poor performance will be recorded in writing, sent to the Building Coordinator for comment, and then forwarded to his/her Battalion Commander for review. Handwritten completion of the checklist at **ANNEX 1 of TAB C** will suffice to meet this requirement.
3. Building Coordinators will counsel Stairwell Coordinators at least quarterly. Use the checklist at **ANNEX 1 of TAB C** for this requirement. Excellent or consistently substandard performance will be raised to the Assistant Area Coordinator for action. The Assistant Area Coordinator will then counsel the servicemember and, in coordination with the Area Coordinator, take appropriate action in a manner identical to procedures identified in paragraph 2 above for Building Coordinator counseling.
4. Area Coordinators will inform the BSB Commander if performance fails to improve. The BSB Commander will counsel the servicemember as required. Failure to improve after counseling by the BSB Commander may result in relief from responsibilities and/or other administrative action.



ANNEX 1 TO TAB C

**BUILDING COORDINATOR/STAIRWELL COORDINATOR**  
**PERFORMANCE COUNSELING CHECKLIST**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ BLDG #: \_\_\_\_\_

	EXC	SAT	NEEDS IMPROV
1. Interior Repair, Cleanliness	_____	_____	_____
a. Stairwells	_____	_____	_____
b. Laundry Rooms	_____	_____	_____
c. Storage Areas	_____	_____	_____
d. Hall Lights	_____	_____	_____
e. Window Bars	_____	_____	_____
2. Exterior Beautification, Cleanliness	_____	_____	_____
a. Preservation of Landscaping	_____	_____	_____
b. Lawn Mowing/Seeding/Watering	_____	_____	_____
c. Shrubbery Trimming	_____	_____	_____
d. Carports/Parking Lots, Sidewalks	_____	_____	_____
e. Playgrounds	_____	_____	_____
f. Dumpster/Garbage Areas	_____	_____	_____
g. Other Exterior Common Areas	_____	_____	_____
h. Street Lights	_____	_____	_____
i. Clean-up Campaign Participation	_____	_____	_____
3. Fire Safety and Utility Conservation	_____	_____	_____
a. Stairwells clear of stored items	_____	_____	_____
b. All stairwell and exit doors closed	_____	_____	_____
c. All common use doorways locked	_____	_____	_____
d. All attic windows closed	_____	_____	_____
4. Discipline	_____	_____	_____
a. Complaint Resolution	_____	_____	_____
b. Quiet Hour Enforcement	_____	_____	_____
c. Pet Control Enforcement	_____	_____	_____

**ANNEX 1 TO TAB C (continued)**

- |                                |       |       |       |
|--------------------------------|-------|-------|-------|
| d. Child Control Enforcement   | _____ | _____ | _____ |
| e. Yard/Attic Sales Procedures | _____ | _____ | _____ |
| f. Incident Rate               | _____ | _____ | _____ |
| g. Vandalism Rate              | _____ | _____ | _____ |

5. Coordination and Control \_\_\_\_\_

- |                                   |       |       |       |
|-----------------------------------|-------|-------|-------|
| a. Required Training              | _____ | _____ | _____ |
| b. Alternate Appointed in Writing | _____ | _____ | _____ |
| c. Conducts Required Meetings     | _____ | _____ | _____ |
| d. Attends Required Meetings      | _____ | _____ | _____ |
| e. Completes Required Inspections | _____ | _____ | _____ |
| f. Conducts Required Counseling   | _____ | _____ | _____ |

6. COMMENTS:

a. Specifically justify “excellent” and “needs improvement” ratings above. Key to specific numbered/lettered area.

b. General comments relevant to performance.

c. Use continuation sheet as necessary.

\_\_\_\_\_  
(Signature/Date)

\_\_\_\_\_  
(Signature/Date)

\_\_\_\_\_  
(Assistant Area Coordinator/Date)

\_\_\_\_\_  
(Building Coordinator/Date)

**ANNEX 1 TO TAB C (continued)**

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## **TAB D**

### **BUILDING COORDINATOR RESPONSIBILITIES**

1. Building Coordinators are responsible to the Area Coordinator and Assistant Area Coordinator for the performance of all assigned duties. The Building Coordinator may delegate specific duties to Stairwell Coordinators to include during long-term deployments of the building coordinator.
2. Building Coordinators must reside in the buildings for which they are responsible and will normally be the senior ranking resident that has a minimum of 12 months remaining prior to DEROS at the time of appointment (excluding residents serving as Area Coordinator or Assistant Area Coordinator).
3. Specific Building Coordinator responsibilities include:
  - a. Serves as the Fire Warden for his building and ensures that residents are briefed on Fire prevention. Building Coordinator must attend Fire Warden training provided by the 293D BSB Fire Department once a year. Alternate Building Coordinators must comply with the same requirements when appointed.
  - b. Serves as the “Safe Neighborhood Awareness Program (SNAP) Coordinator” **TAB V**.
  - c. Designate an Alternate Building Coordinator and Stairwell Coordinators and alternates. Ensure appointments are in writing and rosters are maintained of the appointed individuals. Ensure appointed individuals are properly trained and counseled, as required. A sample appointment memorandum for stairwell coordinators and alternate building coordinators is provided at **ANNEX 3 to TAB D**.
  - d. Counsel newly assigned residents within three days of their assignment to quarters regarding their responsibilities as residents, pursuant to this directive. Counsel Stairwell Coordinators quarterly regarding their responsibilities, as outlined in this directive.
  - e. Conduct weekly inspections of common-use areas, playrooms, unfinished attics, and storage rooms to help eliminate fire, health and safety hazards, avoiding the build-up of trash and combustible materials in common-use areas. Paint and other combustible materials will not be stored within the building. Building Coordinators will ensure that all windows in unfinished attic areas are kept closed at all times to prevent birds from entering and nesting in these areas. Consult the DPW Fire Department and the 293d BSB Safety Office for more hazard information. Building Coordinators will use checklists at **TAB E**. The first week of each month, the Building Coordinator will forward a copy of all completed checklists in conjunction with the monthly report specified in paragraph 3e below to the Assistant Area Coordinator.

**TAB D (continued)**

f. Prepare inspection reports as required by this directive and/or as directed by the Area Coordinator or Assistant Area Coordinator.

g. Conduct a monthly meeting for residents and report the results in writing to the Assistant Area Coordinator. Attend quarterly Area Coordinator/Assistant Area Coordinator meetings and semi-annual Town Hall meetings. **See TAB K.**

h. Issue Housing Citations to residents that are not in compliance with this directive and/or other appropriate guidance. A Housing Citation form is provided at **ANNEX 1 to TAB D** for use by Area Coordinators, Assistant Area Coordinators and Building Coordinators.

i. Execute duties as Accountable Officer and hand-receipt holder for government-furnished garden tools. Building Coordinators will be provided the following minimum number of items from the Expanded Self-Help Store (dependent upon availability of funds):

<u>ITEM</u>	<u>QUANTITY</u>
Broom, Push Type	2
Broom, Straw	2
Dust Pan	2
Garden Hoe	2
Lawn Rake	2
Shovel, Snow Removal	1
Grass Cutting Shear	1

(Note: Building Coordinators should contact the DPW Expanded Self-Help Store, Building 374, Taylor Barracks, for issue and/or replacement of these items.)

j. Power lawn mowers are available in each area. These items are under the control and supervision of the Assistant Area Coordinator. Access to power lawn mowers must be coordinated with the Assistant Area Coordinator.

k. Coordinate common activities to include preservation of the building and landscaping, fire prevention (monthly), enforcement of the community beautification program and conservation of utilities within the area of responsibility.

l. Report maintenance deficiencies in common-use areas in Benjamin Franklin Village to the maintenance contractors Work Order Section (civilian 0621-730-2074 or DSN 385-2074). The residents will correct deficiencies in the police of the area.

m. Report any unauthorized personnel who are found in spare rooms or quarters to the Assistant Area Coordinator and the Housing Manager. Provide as much information as possible

## **TAB D (continued)**

when reporting with unauthorized personnel. Report discoveries of vagrants to the Community Provost Marshal.

n. Control keys and usage of common-use rooms. Building Coordinators will receive keys to common-use storage rooms, stairwell exit doors, etc., from the Facilities Branch, Housing Division, room 305, building 255, Sullivan Barracks. Departing Building Coordinators will return all keys to the Facilities Branch, Housing Office. Entry into electrical and mechanical rooms is prohibited and doors to these rooms are to be locked at all times. In the event of an emergency or to report unusual noise from these rooms, contact the Government Quarters Work Order desk (see applicable phone numbers on inside of front cover).

o. The Building Coordinator controls all common-use storage rooms in attics and basements (except laundry rooms, unfinished attics, etc.). These may be used as additional storage rooms for individual residents, party rooms, etc. Use of rooms for other purposes will be requested by the Building Coordinator in writing to the Assistant Area Coordinator. The Assistant Area Coordinator will review and make a recommendation for final action to the Housing Manager. Requests to the Assistant Area Coordinator will contain at least the following information:

- (1) Address (street, building and stairwell number and location).
- (2) Proposed use of the room (i.e., party room, meeting room, other).
- (3) Appliances/furniture (describe all electrical appliances and wall-mounted furnishings and show planned location and state whether privately owned).
- (4) Proposed maintenance/cleaning schedule.

p. The Building Coordinator will either coordinate a roster for common-use area cleaning and grounds maintenance or collect a fee from residents and complete a private contract for the completion of these responsibilities. Coordinate the cleaning and maintenance requirements with the Stairwell Coordinators. Minimum areas to be cleaned/maintained are:

q. Exterior Premises: Concrete sidewalks, outside steps, building entrances, rear and side basement steps, parking lots and dumpster areas will be swept weekly. Lawns will be mowed regularly to enhance the appearance of the area. Building Coordinators are responsible for maintaining grounds within a distance of 50 feet from their assigned building, or halfway to the next family housing building, whichever is less. Outside glazed surfaces of stairwells will be cleaned weekly. In winter, sidewalks will be shoveled and a minimum sanding/salting done to avoid ice accumulation. In areas with enclosed trash dumpsters (Columbus Street) building coordinator will ensure that snow is removed from the aisles between the trash dumpsters to enable trash removal. Unassigned and guest parking places will also be kept free of snow and ice, using shovels and sand/salt mixtures.

## **TAB D (continued)**

r. Building Interiors: Ensure that all common surfaces are swept each workday and wet-mopped weekly, including stairwell railings, door entrances, hallways, stairwell steps, basement floors and attic floors with open access. Building Coordinators will ensure that stone floors/staircases are not waxed. Even non-slip wax products are prohibited for use on stairways and floors in family quarters. Waxing of floors can pose a safety hazard for residents of family quarters.

s. Post laundry and drying room cleaning schedules, including all residents and ensure adherence to the schedule (Building Coordinators may choose not to use schedules if they deem this unnecessary). The Building Coordinator may authorize privately owned furniture (chairs, shelves, etc.) for use in laundry rooms.

t. Enforce the Community Separate or Recycle Trash (SORT) Program and distribute brown paper bags (from Expanded Self Help Store) to residents for grass cuttings/clippings during warm weather. Details of the SORT Program are at **TAB N** and are listed on the DPW web page.

u. Control Resident POV Parking Allocations.

(1) The Building Coordinator may allocate and designate one parking space per apartment in all government housing areas. Excess spaces may be designated for guest parking at the discretion of the Building Coordinator and with the concurrence of the Assistant Area Coordinator. Housing residents and their guests are prohibited from parking in spaces designated for other housing residents or designated as guest parking spaces without the permission of the resident to whom the space is assigned or the Building Coordinator. If an unauthorized vehicle is parked in a resident's spot, the Building Coordinator should issue a citation to the violator with a copy sent to the Housing Office. If the identity of the vehicle is unknown, the Building Coordinator may call the MPs to request identification of the violator and issuance of a ticket.

(2) Parking of unregistered and non-operational vehicles in government housing areas is strictly prohibited. Such vehicles will be parked in areas that the Installation Coordinator of the owner's duty installation designates. Building Coordinators will immediately report all unregistered or abandoned privately owned vehicles to the Assistant Area Coordinator for appropriate action.

(3) Privately owned vehicles will not be parked within seven feet of trash dumpster containers or in any manner that will interfere with DPW or contractor operated equipment having access to empty the containers.

(4) Parking or driving on the grass (lawn areas) is forbidden.

## **TAB D (continued)**

(5) Residents are not permitted to start their automobile engine and let it idle to warm up. This is a violation of German environmental laws and violators are subject to substantial fines.

(6) Trailers, camping trailers and/or other recreational vehicles are to be parked in an area designated by the Installation Coordinator.

v. Building Coordinators will receive and resolve complaints and problems. The following process will be used in the resolution of complaints/disputes:

(1) Sponsors with a complaint will first examine all relevant directives for the solution.

(2) If necessary, sponsors will then submit complaints in writing to the Stairwell Coordinator with all details necessary for resolution. Unresolved problems will then go to the Building Coordinator for action.

(3) Continuing or unresolved problems will be submitted in writing with full details to the Assistant Area Coordinator for action.

(4) Complaints still not resolved will be referred to the Area Coordinator. Complaints presented to the Area Coordinator will be initiated by the complainant's sponsor, endorsed by each official in the Housing Area Chain of Command and will contain recommendations for corrective action. The Area Coordinator may take appropriate action in the form of involvement of the chain of command, letter of admonishment, housing citation or other action that is deemed appropriate.

(5) Complaints not resolved within the Housing Area Chain of Command will be referred to the Commander, 293d Base Support Battalion, for appropriate action. When referred to the BSB Commander, documentation will be provided concerning actions undertaken to resolve the situation.

(Note: Complaints based on unsanitary or other unsatisfactory conditions in family housing units beyond resolution by the Housing Area Chain of Command will be reported in writing to the Commander, 293d Base Support Battalion, along with all available information. The Commander, 293d Base Support Battalion, will direct the sponsor's Unit Commander to inspect the quarters with representatives of the Preventive Medicine Service and the Housing Office, as appropriate.)



**TAB D (continued)**

ANNEX 1 TO TAB D

**DEFICIENCY CITATION**

**TO:** \_\_\_\_\_  
(Grade, Name)

**ADDRESS:** \_\_\_\_\_  
(Building Number and Street Address)

**YOU ARE HEREBY ADVISED THAT YOU ARE IN VIOLATION OF 293D  
BSB ORDER 210-50, MANAGEMENT OF GOVERNMENT  
CONTROLLED HOUSING, IN THAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**YOU ARE TO ENSURE THAT THE ABOVE DEFICIENCIES ARE  
CORRECTED WITHOUT DELAY. SHOULD YOU FAIL TO TAKE  
CORRECTIVE ACTION BY**

\_\_\_\_\_  
(Date)

**YOUR COMMAND AND THE HOUSING CHAIN OF COMMAND WILL  
BE NOTIFIED OF YOUR FAILURE TO ABIDE BY ESTABLISHED  
POLICIES.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position)

**ANNEX 2 TO TAB D**

**SAMPLE STAIRWELL COORDINATOR APPOINTMENT MEMORANDUM**

AEUSG-MA-EH (210-50)

\_\_\_\_\_  
(Date)

MEMORANDUM FOR \_\_\_\_\_  
(Grade, Name, and Address)

SUBJECT: Appointment as Stairwell Coordinator

1. Reference: Memorandum, AEUSG-MA-EH, subject: Management of Government Controlled Housing (293d BSB Order 210-50).
2. You are hereby appointed as Stairwell Coordinator for \_\_\_\_\_. Specific duties of a Stairwell Coordinator are contained in **TAB F** to the above reference.
3. You are to designate an Alternate Stairwell Coordinator to assume your responsibilities during periods of your absence, to include long-term deployment. The name and address of the individual appointed as Alternate Stairwell Coordinator is to be provided to the undersigned.
4. The period of this appointment is indefinite or until properly relieved from appointment by the Building Coordinator.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Building Coordinator)

\_\_\_\_\_  
(Building Number/Address)

CF:  
Assistant Area Coordinator

**ANNEX 3 TO TAB D (continued)**  
**DEPARTMENT OF THE ARMY**  
**293D BASE SUPPORT BATTALION**  
**UNIT 29901**  
**APO AE 09086**

AEUSG-MA-PW-H (210-50)

DATE:

MEMORANDUM FOR : \_\_\_\_\_

SUBJECT: Assignment of Alternate/Acting Building Coordinator

1. Reference, 293d BSB Order 210-50, dated 15 October 2002.

2. You are hereby assigned as the alternate/acting building coordinator for building\_\_\_\_\_Area\_\_\_\_\_.

Duties of the Building Coordinator are contained in the above reference Appendix D.

Your Assistant Area Coordinator is \_\_\_\_\_

Your Primary Area Coordinator is the Commander, \_\_\_\_\_

3. 293d BSB Order 210-50 is the primary guidance governing the management of Government controlled housing within the 293d BSB. A copy of this regulation is provided to all occupants on the 293D BSB web page <http://home.mannheim.army.mil>. You should thoroughly familiarize yourself with the contents of this directive and ensure that the requirements are enforced throughout your assigned housing area. Stairwell Coordinators under your supervision should also be thoroughly familiar with the contents of this directive. A listing of all building residents will be made available to you upon your request to the Housing Division.

4. As the alternate Building Coordinator you are also appointed as the Fire Warden for your building. Duties are outlined in the 293D BSB order 420-90. Ensure you are thoroughly familiar with your duties and responsibilities as alternate/acting building Fire Warden.

5. This appointment is valid during any absence(i.e. TDY, leave, deployment etc.) of the primary building coordinator. Thirty days prior to departing on PCS while the alternate/acting building coordinator, you must notify the Housing Office, Building 255, Room 201, DSN 385-2611/3548, to be relieved of your appointment.

\_\_\_\_\_  
Signature of Building Coordinator, Building #\_\_\_\_\_

**ANNEX 3 TO TAB D (continued)**

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## **TAB E**

### **BUILDING COORDINATOR CHECKLISTS**

1. The checklist for Building Coordinators use in accomplishing required inspections is contained in **ANNEX 1 to TAB E**.
2. Building Coordinators will complete inspections weekly, annotate appropriate sections of the checklist, and forward them to the Assistant Area Coordinator for review. Building Coordinators will forward completed checklists the first week of each month as specified in paragraph 3c, **TAB D**, of this directive.
3. Assistant Area Coordinators will inspect the areas monthly, spot-checking to validate accuracy/quality of Building Coordinators' weekly reports.

**ANNEX 1 TO TAB E**

**BUILDING COORDINATOR CHECKLIST**

NAME: \_\_\_\_\_ BUILDING NUMBER: \_\_\_\_\_

**PART A: INTERIOR BUILDING INSPECTION CHECKLIST**

**1. Stairwells/Hallways:**

- a. Floors/railings swept daily \_\_\_\_\_
- b. Floors/railings mopped/wiped weekly \_\_\_\_\_
- c. Spills cleaned up immediately \_\_\_\_\_
- d. Housing Area Chain of Command posted visibly \_\_\_\_\_
- e. Lights in common-use areas \_\_\_\_\_
- f. No trash, waste or refuse build-up \_\_\_\_\_
- g. No unsecured individual property \_\_\_\_\_

**2. Laundry Rooms:**

- a. Washers/dryers all functional \_\_\_\_\_
- b. Inside/outside of all washers/dryers clean \_\_\_\_\_
- c. Lint traps clean in washers and dryers \_\_\_\_\_
- d. Floors swept/mopped weekly \_\_\_\_\_
- e. Utility sinks clean/sanitized \_\_\_\_\_
- f. Garbage cans emptied and clean \_\_\_\_\_
- g. No trash, waste or refuse build-up \_\_\_\_\_
- h. Walls/windows wiped down/cleaned \_\_\_\_\_
- i. Lights work \_\_\_\_\_
- j. No personal property left unsecured \_\_\_\_\_

**3. Attics/Storage Areas and Play Rooms:**

- a. Floors swept/mopped weekly \_\_\_\_\_
- b. Garbage cans emptied/cleaned \_\_\_\_\_
- c. No trash, waste or refuse build-up \_\_\_\_\_
- d. Walls/windows wiped down/cleaned \_\_\_\_\_
- e. Individual property secured \_\_\_\_\_
- f. Lights work \_\_\_\_\_
- g. All windows in unfinished attics closed \_\_\_\_\_
- h. All doors locked \_\_\_\_\_

## ANNEX 1 TO TAB E

### PART B: EXTERIOR BUILDING INSPECTION CHECKLIST

1. Exterior steps, sidewalks and gutters are swept \_\_\_\_\_
2. Carports and Parking Lots:
  - a. Policed of all trash \_\_\_\_\_
  - b. Not used for storage of furniture, unregistered  
or non-operational vehicles \_\_\_\_\_
  - c. Swept weekly \_\_\_\_\_
  - d. Parking only in approved spaces \_\_\_\_\_
3. Garbage Containers:
  - a. Emptied regularly \_\_\_\_\_
  - b. Surrounding area policed as needed \_\_\_\_\_
  - c. Individual garbage wrapped \_\_\_\_\_
4. Building Exteriors:
  - a. Outside glaze on stairwells and walls cleaned weekly \_\_\_\_\_
  - b. Common windows cleaned quarterly  
(State date last cleaned \_\_\_\_\_) \_\_\_\_\_
5. Playgrounds:
  - a. Policed of all trash weekly \_\_\_\_\_
  - b. All equipment functional/safe \_\_\_\_\_
  - c. No pet waste in area \_\_\_\_\_
6. Other Exterior Areas:
  - a. All trash policed weekly \_\_\_\_\_
  - b. Lawns mowed weekly \_\_\_\_\_
  - c. Holes filled, spots re-seeded, as required \_\_\_\_\_
  - d. Shrubs trimmed as required \_\_\_\_\_
  - e. All pet waste removed \_\_\_\_\_
  - f. Street lights, all exterior building lights work properly \_\_\_\_\_
  - g. All exterior doors closed and secured \_\_\_\_\_



## **ANNEX 1 TO TAB E**

### **PART C: COMMENTS**

1. Specifically identify problems with deficient areas and corrective actions taken.
2. Identify assistance needed from Area Coordinator and/or the community staff to ensure appropriate corrective action.
3. Use a continuation sheet if necessary.

---

(Signature)

(Date)

## **TAB F**

### **STAIRWELL COORDINATOR RESPONSIBILITIES**

1. Stairwell Coordinators will assist the Building Coordinator in performing all Building Coordinator responsibilities and duties reflected in **TAB D**. The Stairwell Coordinator will typically be the senior resident of the stairwell. The tenure of the Stairwell Coordinator will be indefinite or until departure from the community, reassignment to another family housing unit in another building or stairwell, or until properly relieved by the Building Coordinator.
2. The Building Coordinator will appoint Stairwell Coordinators and alternates in writing. A current roster of all Stairwell Coordinators will be maintained by the Building Coordinator and provided to the Assistant Area Coordinator.

**TAB F (continued)**

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## **TAB G**

### **DUTIES AND RESPONSIBILITIES OF HOUSING SPONSORS/RESIDENTS**

1. Sponsors are responsible for the conduct of their family members and guests at all times. Sponsors will ensure that they, their family members and their guests comply with all provisions of this directive. Sponsors and their family members are required to cooperate with the Housing Area Chain of Command.
2. Residents will report to the Military Police Desk Sergeant any individual soliciting in the housing area without proper authorization.
3. Security, police, sanitation and maintenance of all common areas and buildings is the joint responsibility of all residents. If the sponsor is absent from the community area (leave, TDY, field duty, deployment, etc.), the family members will be responsible for the maintenance of the common-use areas. Maintenance deficiencies in housing units in Benjamin Franklin Village should be reported to the Government Quarters Work Order Desk (see inside front cover for applicable phone numbers).
4. Residents will place garbage and rubbish in the large containers that are provided outside the quarters. Trash will not be left in hallways, stairwells, common-use areas or placed on the ground next to the trash containers. Residents must ensure that no safety, health or fire hazards exist.
5. Residents must comply with the community Separate or Recycle Trash (SORT) Program. Details of the SORT Program are contained in **TAB N** to this directive and on the DPW web page.
6. Except on ground floors, shaking of rugs and dust mops and sweeping debris from windows and balconies is prohibited. Bedding, rugs, dust mops, television and radio antennas, laundry, and other items will not be hung out of windows or on balconies.
7. Combustible materials will not be stored in dwelling units or in storage areas within the buildings.
8. Sponsors may submit a written request to the Housing Manager to install a television satellite receiver dish on the exterior of the apartment. Approval will only be granted if the dish can be installed in a manner that does not deface the building exterior. All installation costs will be at the expense of the individual and the device must be removed prior to clearing family quarters. The request must be submitted in writing through the Building Coordinator and Assistant Area Coordinator to the Housing Manager.
9. Family housing residents are responsible for the maintenance of the common-use areas within their assigned building and the maintenance of grounds, including the weeding and trimming of all shrubs and flower-planting areas, within 50 feet of their building or half the distance to the next

## **TAB G (continued)**

family housing building, whichever is less. If the sponsor is absent from the community area (leave, TDY, field duty, deployment, etc.), the family members will be responsible for the maintenance of the common use areas.

10. Charcoal or gas grills and propane stoves are not authorized for use on balconies or within 15 feet of any building. Objects such as flower boxes or pots will not be placed on the outside window ledges of apartment buildings unless firmly attached. Flower boxes on balconies will be attached so they hang inside the balconies.

11. Motorcycles, mopeds and other motorized vehicles are not authorized to be stored on balconies or in the interior of family housing buildings unless their fuel tanks are empty.

12. The installation of window air conditioning units is not authorized in family housing units unless a valid medical need exists and approval is obtained in writing from the Housing Manager. If a valid medical need exists, a request along with substantiation from a medical doctor and a recommendation of the Commander of the Medical Clinic must be submitted to the Housing Manager. If installation is approved, all costs for the installation of the air conditioner and the removal of the unit upon vacating will be at the cost of the resident.

13. The installation and use of personally owned waterbeds in government controlled housing units IS PROHIBITED without prior approval of the Housing Manager. See **ANNEX 1 of TAB G** for details on requesting this approval.

14. Residents are responsible for submitting service and work orders within a reasonable time (90 days) after the damage or inoperability is first noticed, to the appropriate office (housing service orders, appliance service orders, DPW service/work orders). Failure to do so may result in damages being charged to the resident for neglect if left unreported until the resident attempts to clear quarters.

15. Where specific parking spaces have been assigned, residents are to utilize only their assigned space. Military Police will ticket violators if called by the building coordinator. Residents are responsible for parking violations of their visitors.

16. Residents will not store excess government-issued furnishings in basements or storage rooms. Excess items should be turned in to the DPW Centralized Furnishings Management Office (CFMO).

17. Sponsors must ensure that stereos, radios, televisions and musical instruments (as well as radios within vehicles) are never played at such a volume that they disturb their neighbors. Established quiet hours are from 2200 until 0700 hours the next morning (including weekends and holidays). The quiet hour policy applies to areas adjacent to family quarters as well as to building interiors. Noise generated within an apartment or in common-use areas (e.g., noise in laundry

## **TAB G (continued)**

rooms and gazebos) should not be audible to residents of other apartments during quiet hours. Additionally, USAREUR Regulation 600-1 states that "personnel/occupants will not operate a radio, tape or cassette player, or similar device in a public or military place or any form of transportation in a manner that produces excessive noise. Excessive noise is sound louder than that needed by an operator of normal hearing. Operation of these devices may be further restricted by local conditions." Those that do not comply with the regulation should be directed to turn their devices down or turn them off, as necessary, to facilitate anti-terrorism or force protection activities. Housing chains of command should be used to document violations, and can also be reported to the Military Police.

18. Residents are permitted to make only minor automotive repairs within the housing areas. This includes but is not limited to changing wipers, tires and bulbs. Any drainage or replacing of fluids (e.g., motor oil, transmission fluids, anti-freeze) or any major repairs to the automotive power train system is prohibited within the housing area.

19. Washing vehicles in the housing areas is prohibited, as this violates German environmental laws. Residents may wash cars only at designated car wash facilities, either on Taylor or Sullivan Barracks or at an off-post site.

20. Residents are not permitted to start automobile engines and let them idle to warm up. This is a violation of German environmental laws and the operator of the vehicle may be subject to a substantial fine.

21. Residents are not permitted to smoke in stairwells, laundry rooms or other common-use areas of family housing buildings.

22. Family housing residents are permitted to have visitors in their quarters for a period not to exceed 90 days, cumulative, during any 12-month period. Requests for visits beyond the 90-day limitation must be submitted in writing to the Housing Manager for review and approval.

23. In accordance with local German law, residents are not permitted to use power lawn mowing equipment on Sundays or local German holidays.

24. Residents are responsible for ensuring fire safety within the family housing areas. This includes ensuring that children do not play with matches, cigarette lighters, or other incendiary devices. Residents must ensure that food being cooked in the kitchen or on barbecue grills, etc., is not left unattended. Sponsors will be held financially liable for damages resulting from negligent actions by themselves, their family members, or their guests.

24. The grounds within 50 feet of the building are considered common areas and are open to all residents of BFV and their guests. Residents should normally utilize the facilities adjacent to their buildings. All BSB policies must be adhered to during use of common picnic areas, particularly

## **TAB G (continued)**

pertaining to noise, quiet hours, supervision of children, and conduct of guests. All trash and debris must be properly disposed of before departing the area.

25. Individuals that desire to conduct an in-home business must submit a request for approval through the Housing Manager to the Financial Management Division, Directorate of Community Activities (DCA). The request will be reviewed by the Housing Manager to determine the impact the proposed business may have on other housing residents. The Housing Manager will make a recommendation, and the request will be forwarded to the DCA for action. Final approval from the German authorities must be granted. Sale of manufactured merchandise (i.e., Avon, Mary Kay, Herbalife, Tupperware, Amway, Pampered Chef etc.) is not authorized in family quarters. Individuals may advertise using flyers with the approval of the BSB Commander or Installation Coordinator. Also, they can use various media such as the community newspapers and Stars and Stripes. See **Annex 2 to Tab G** for more information.

26. Grant Circle/Taylor Street Residents:

a. Residents will ensure that lawns, shrubs, carports, balconies, driveways, and sidewalks are maintained daily or as necessary. Push-type lawn mowers are available for issue from the Expanded Self-Help Store in Building 374, Taylor Barracks, on a 24-hour loan basis only. All garden, lawn, and shrubbery maintenance within 50 feet of the exterior walls or carport of a resident's house (or half the distance to the next house, whichever is less) is that resident's responsibility. Residents of units on the outside perimeter of Grant Circle are responsible for the maintenance of grounds to the fence line even though in some cases, this may exceed 50 feet from the house. Before clearing quarters, all required yard maintenance, including bush pruning, will be performed (the DPW is responsible for any work more than seven feet off the ground). The DPW will provide guidance as to proper times for pruning, planting, etc., and for type of plants authorized. Upon termination of quarters, lawn and garden maintenance will take place within five days before final inspection. Grass cuttings and pruned debris will be bagged and placed along curbside for DPW pickup. Do not place cuttings in the storm gutters.

b. In snowy weather, residents will clear walk areas daily. The DPW Expanded Self-Help Store in Building 374, Taylor Barracks, will provide a special chemical mix sand/salt for this purpose. Additionally, individual residents are responsible for keeping their assigned parking spaces free of snow and ice. Snow shovels and sand/salt are available from the expanded self-help store.

c. Lawn furniture will be kept in good repair. Wooden picnic tables are not official Government property and are only provided when available. The resident must accomplish repair of any table provided. Materials will be made available through the Self-Help Store, subject to availability of funds.

**TAB G (continued)**

d. Restrictions concerning the installation of fences in the Grant Circle/Taylor Street area are contained at **TAB L**.

e. Residents will ensure that individual carports are used as intended to provide shelter for such items as one car, bicycles and lawn mowers. Carports will not be used to store automobile parts, unserviceable vehicles, piles of lumber, furniture, or other items detracting from the intended appearance of the area. Storage sheds and lockers that are not DPW-approved will not be kept in carports.



## ANNEX 1 TO TAB G

### **APPLICATION FOR WATERBED APPROVAL**

1. A sponsor/resident of the assigned housing unit submits a memorandum request to the Housing Manager.
2. The request includes all manufacturer specifications and essential data including, but not limited to, the following:
  - a. Name of manufacturer.
  - b. Height, width and depth of supporting frame and the design of the frame including floor surface contact positions and loading.
  - c. Maximum, optimum and minimum cubic volume capacity of the sleeping element (water container) required for inflation.
  - d. Manufacturer's stated total weight at maximum fill capacity of water volume.
  - e. The memorandum request will contain the following statement:

I, \_\_\_\_\_,  
(Grade, Name, Organization Address)

assigned to family quarters at \_\_\_\_\_,  
understand that it is my responsibility to maintain my waterbed in order to prevent leaks and breaks of the sleeping element (water container) that could cause damage to government quarters. I will conduct regular checks of my waterbed to ensure that it is in good working order and that no conditions exist that may result in breakage or leakage. Furthermore, I assume full responsibility for preventing damage while moving, filling or emptying the sleeping element.

I understand that I will be presumed negligent for damage to government quarters resulting from the installation or use of my waterbed. If unable to overcome this presumption, I will be held financially liable for the damage caused to my quarters, adjacent quarters and/or common areas.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### **ANNEX 1 TO TAB G (continued)**

3. The Housing Manager will forward each request containing the preceding data for technical review and evaluation by the Engineering Services Division (ESD), DPW. Review by the ESD will be performed to ensure that:

(1) Installation will not exceed the safe limits of structural floor loading.

(2) Point loadings (units with legs carrying the distributed weight of the containment water element) will not, in themselves singularly or collectively, exceed the safe limits of structural floor loading.

(3) The basic design of the installed unit will present the least potential for damage of any type while in normal use.

(4) The Chief, ESD, DPW, will recommend approval or disapproval based on the technical review and evaluation and will return the request to the Housing Manager for final action on the request.

## **ANNEX 2 TO TAB G**

### **HOME-BASED-BUSINESSES**

1. Authorization to operate a home-based business in government quarters is governed by AR 210-70 and requires that the:

- a. Individual must register with local German Tax office (Finanzamt).
- b. Individual must have a German Tax number.
- c. Individual must submit request to Directorate of Community Activities (DCA), Bldg. 246, Sullivan Barracks.
- d. Individuals may advertise using flyers with the approval of the BSB Commander or Installation Coordinator. Also, they can use various media such as the community newspapers and Stars and Stripes.

2. Restrictions:

- a. No tax relief.
- b. No Community Bank account for business use.
- c. No competing with AAFES or MWR activities or services.
- d. No use of Army Post Office services for sending or receiving business mail, or of USAREUR-plated vehicles or tax-free gas for business purposes.
- e. No selling of business-related products such as Tupperware, Avon, Mary Kay, or Herbalife, Amway, Pampered Chef.

**ANNEX 1 TO TAB G (continued)**

## TAB H

### **CONTROL AND SUPERVISION OF CHILDREN**

1. Parents will control, supervise and ensure the health and safety of their children in accordance with the USAREUR Child Supervision Policy.

a. Children newborn through age 4 require direct adult supervision at all times.

b. Children in the fifth grade and below require adult supervision at all times. When they are on a playground or yard they require immediate access (Constant sight and hearing distance) to adult supervision. **Immediate access is defined as follows:** An adult (or someone who may supervise a child IAW the current USAREUR Child-Supervision Policy) is in close physical proximity to a playground where their child is playing and is carrying on a conversation with another adult. The child says “Mom”, “Dad” or “help”, and the adult hears this, turns their head and is immediately there to assist. **Non-Immediate access is defined as follows:** The adult (or someone who may supervise a child IAW the current USAREUR Child –Supervision Policy) is in the house while the child is on the playground outside. The adult must go to the window in order to hear or see the child. If the adult hears or sees that the child needs help, they must walk out of the house, down the stairs and outside in order to assist.

c. Kindergartners may not walk to and from school or other supervised activities alone. 1<sup>st</sup> through 5<sup>th</sup> graders may walk to and from school and other supervised activities alone, **during day light hours only.**

d. Children in the sixth grade and above may be left alone at home for up to 3 hours, not overnight, with ready access (telephone number) to adult supervision. They may be left alone outside for up to three hours with ready access to adult supervision. They may be left for up to 15 minutes alone in a car with the keys removed and the handbrake applied. They may baby-sit siblings for up to three hours and with ready access to an adult. They may not baby-sit others besides siblings. Home Alone training by Child and Youth Services or other source is required. Red Cross baby-sitting training is strongly encouraged.

e. Children Grades 7 through 9 may be left alone at home for up to six hours but not overnight. They may be left outside for up to six hours. They may be left for up to 15 minutes alone in a car with the keys removed and the handbrake applied. They may baby-sit siblings for up to six hours, if there is ready access to an adult. They may not baby-sit others besides siblings. Home Alone training by Child and Youth Services or other sources is required. Red Cross baby-sitting training is strongly encouraged.

f. Children in Grades 10 through 12 may be left alone at home. They may stay alone overnight for up to three consecutive days, but a neighbor or friend must check on them twice a day. Minors must have telephone access to a neighbor in case of emergency, and must know

## **TAB H (continued)**

where at least one parent is. They may baby-sit siblings and children other than siblings, and Red Cross baby-sitting training is again strongly recommended.

2. Parents will control children to avoid:

- a. Playing in stairwells, attics, basements, open windows, on building roofs or ledges.
  - b. Playing in streets, parking areas or parking lots.
  - c. Playing in or around the trash dumpsters.
  - d. Digging in or damaging landscape and lawn areas.
  - e. Damaging, dirtying or defacing buildings.
  - f. Leaving bicycles, wagons and toys in entrances, stairwells, hallways or on sidewalks.
  - g. Entering boiler or utility rooms.
  - h. Climbing or damaging trees within the housing area.
  - i. Firing air rifles, pistols or pellet guns, throwing rocks, shooting arrows, flying motor-driven planes, or playing with dangerous objects such as knives, firecrackers, cherry bombs, and razor blades in or around the housing area.
  - j. Erecting obstructions on lawns. Tents, small wading pools, etc., are permitted subject to the following restrictions:
    - (1) Tents will not be left on the lawn longer than seven days.
    - (2) Wading pools will not be left in the same position for longer than seven days (doing so kills the grass beneath the pools).
  - k. Use of fireworks, firearms or explosive devices in Government housing areas is strictly prohibited.
3. Parents are responsible for providing adequate supervision of their children at all times. Failure to do so may result in referral for evaluation of child neglect.
4. Parents will be held financially liable for the destructive acts of their children.
5. Suspected child abuse/neglect will be reported to the Military Police.

**TAB H (continued)**

6. See **TAB Q** for information concerning employment of domestic employees, to include for child supervisors.

## TAB I

### **CONTROL AND SUPERVISION OF PETS**

1. Sponsors residing in Government-owned and -leased housing units will ensure that their pets are controlled in such a manner that they do not become a public nuisance or menace. Sponsors who fail to control their pets may be directed to remove the pets from quarters and/or be subjected to other disciplinary or administrative actions - to include eviction from their assigned Government quarters.
2. A maximum of two dogs or cats (or one of each) per household are authorized. This limit does not apply to birds, fish, or other small caged pets. Authorization for additional pets must be requested through the Housing Chain of Command to the Housing Manager. Exotic animals will not be permitted as pets in Government owned or leased quarters.
3. Breeding of pets for resale in Government-controlled housing areas is not authorized.
4. Pets will not be permitted to relieve themselves inside buildings, within 50 feet of buildings, within 50 feet of playgrounds, or in the immediate vicinity of walkways/roads. **IN ALL CASES, PET DROPPINGS MUST BE IMMEDIATELY REMOVED AND PROPERLY DISPOSED.** Pet Stations are installed in each area for pet owners to utilize.
5. Pets will not be permitted to run loose or be tied outdoors unsupervised. While outdoors, a responsible individual capable of controlling the animal must supervise pets. **WHEN OUTDOORS, PETS WILL BE KEPT ON A LEASH AT ALL TIMES.** Pets will not be kept in storage rooms, common-use rooms, on balconies, or left in stairwells.
6. Owners of pets that bite or cause harm to persons or property may be directed to remove the pet from the housing area or face possible eviction from Government-controlled housing. All incidents regarding personal or property damage caused by pets should be reported to the Community Provost Marshal.
7. All pet owners that reside in Government family housing are required to keep the annual required vaccinations current and to have the animal registered with the Veterinary Treatment Facility. Residents are to register their pets with the Veterinary Treatment Facility, building 266, Sullivan Barracks, 730-2312 within a period of two weeks after moving into government family quarters.



**TAB I (continued)**

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## **TAB J**

### **MISCONDUCT IN FAMILY HOUSING**

1. The community leadership and the Housing Area Chain of Command exercise control over housing residents. Residents are required to cooperate with the Housing Area Chain of Command to ensure good order and to solve problems at the lowest level possible. Cooperation with the Housing Area Chain of Command will preclude unnecessary involvement of the Military Police, potentially leading to avoidable administrative or legal action against sponsors, family members or guests.

2. The Housing Area Chain of Command should solve routine and minor discipline problems, including but not limited to, the following:

- a. Minor breach of the peace (e.g., excessive noise).
- b. Littering.
- c. Minor vandalism (less than \$300) to Government property.
- d. Parking disputes.
- e. Fighting among children.
- f. Minor disputes between neighbors.
- g. SORT/Recycling violations.
- h. Minor infractions of this directive.
- i. Failure to properly care for/clean Government quarters common-use areas.
- j. Failure to cooperate with the Housing Area Chain of Command.

3. The Housing Area Chain of Command should immediately refer the below listed types of problems (the list is not intended to be all inclusive) to the Military Police:

- a. Assaults.
- b. Domestic disturbances.
- c. Damage or personal injury caused by pets.
- d. Interactions with seriously intoxicated persons.

## **TAB J (continued)**

e. Other incidents believed to require trained professionals and/or involve the possibility of physical confrontation.

f. Vandalism to personal property. Residents in quarters may, in some cases, be entitled to file a claim for vandalism damage to their personal property. Claims procedures require claimants to submit a copy of a Military Police report to substantiate their claims. For this reason, the Military Police should be notified in all cases of vandalism to personal property in order to properly document the incident and to ensure that the claimant's interests are protected.

4. Problem resolution for those items listed in paragraph 2, above and problems of similar magnitude, should generally follow the steps outlined below:

a. Discussion by affected Stairwell Coordinator(s) with those involved in order to achieve voluntary cooperation/resolution.

b. Unresolved problems should be immediately brought to the attention of the Building and Assistant Area Coordinators, as necessary. Situations presented to the Building or Assistant Area Coordinator will be submitted in writing along with an evaluation by the Stairwell Coordinator concerning the incident and recommendations for resolution. Assistant Area/Building Coordinators should issue a Housing Citation (**ANNEX 1 to TAB D**) to the offender and counsel him/her regarding the deficiencies.

c. Assistant Area Coordinators will forward still unresolved problems, particularly difficult and/or sensitive problems, to the Area Coordinator. A copy of the correspondence will also be provided to the Housing Manager. Likewise, incidents involving repeat offenders should be handled in the same procedure.

d. Area Coordinators will seek to resolve the situation through communication with the command of the sponsor(s) involved. If satisfactory resolution is not obtained, the matter should be referred to the Commander, 293d Base Support Battalion, for appropriate action.

5. Using the problem resolution steps outlined above, the following remedies are available:

a. Counseling by the Housing Area Chain of Command: Many problems need only an unbiased party to mediate disputes.

b. Clear-cut violations of regulation, policy or this directive: Any responsible official in the Housing Area Chain of Command may direct compliance.

c. Issuance of a Housing Citation by the Assistant Area or Building Coordinator.

**TAB J (continued)**

d. For soldiers, punitive action under the Uniform Code of Military Justice (UCMJ). Additionally, **SPONSORS MAY BE HELD FINANCIALLY LIABLE FOR THE TOTAL AMOUNT OF ANY DAMAGES TO GOVERNMENT PROPERTY CAUSED BY THEIR ACTIONS, OR THE ACTIONS OF THEIR FAMILY MEMBERS OR GUESTS.**

e. Administrative action may be taken under the provisions of AR 210-50, USAREUR Regulation 210-50, USAREUR Regulation 27-9 (covers family members) and this directive. Sponsors or their family members may be subject to each of the following or any combination thereof:

- (1) Letter of Warning
- (2) Letter of Reprimand
- (3) Letter of Admonishment
- (4) Involuntary Quarters Termination (Eviction)
- (5) Termination of Individual Logistical Support
- (6) Early Return of Family Members to CONUS
- (7) Curtailment of Military Sponsor Tour
- (8) Denial of Individual Logistical Support on any subsequent return to USAREUR.

(NOTE: Items e (1) and (2), above, may be issued by Commanders of the sponsors involved. Items e (3) through (7) are complex actions that may require communication with DPW, DOL, SJA, DCA and require the approval of the Commander, 293d Base Support Battalion. Item e (5), Early Return of Family Members to CONUS, may be done at the direction of either the sponsor, the sponsor's Chain of Command, with the approval of the Commander, 293d Base Support Battalion.)

**TAB J (continued)**

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## **TAB K**

### **AREA MEETINGS**

1. Neighborhood meetings must be held to keep neighborhood programs coordinated, pass on critical information and surface problems that may require the assistance of the community staff to resolve.
2. Meeting frequency varies with the level of authority. The following meetings should be held at a minimum:
  - a. Building Coordinators will host monthly meetings. Attendance will be mandatory for Stairwell Coordinators. Broader attendance is optional.
  - b. Assistant Area Coordinators will receive written reports of Building Coordinator monthly meetings and will host their meetings quarterly. Attendance will be mandatory for Building Coordinators and Stairwell Coordinators.
  - c. Semiannually, the BSB Commander will host a Town Hall Meeting for each housing area that will be open for attendance by all family housing residents of that area. The Mayor, Area Coordinator, Assistant Area Coordinator, Building Coordinators and community staff representatives (DPW, DOL, CPM, DCA, and others as required) will also attend the semiannual Town Hall Meeting.
3. Attendance at the semiannual Town Hall Meeting is **mandatory** for the Area Coordinator, Assistant Area Coordinator and all Building Coordinators. All housing residents are encouraged to attend.

**TAB K (continued)**

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## **TAB L**

### **QUARTERS CONSTRUCTION AND IMPROVEMENT BY RESIDENTS**

1. Construction or erection of fences, sheds, antennas or anything fixed or attached to the building must have prior approval of the Housing Manager. Requests must be routed from the resident sponsor through the Building and Assistant Area Coordinators, to the Housing Manager. Requests will also include appropriate sketches and a description of proposed materials to be used. A housing inspector will inspect the completed work.
2. Upon vacating the assigned family quarters, residents must remove any construction or additions (sheds, lockers, fences, etc.) and return the premises to its original condition unless a specific waiver is received from the Housing Manager. Failure to comply may result in restoration by the DPW and the resident held financially liable for the resulting costs of restoration. In accordance with AR 735-5, financial liability for damages to quarters is **NOT** limited to one month's base pay and service members can be held financially liable for the entire amount of the restoration. Service members leaving military service are subject to federal debt collection measures, including, but not limited to: confiscation of federal income tax refunds, denial of federal benefits (such as GI Bill or VA loan guarantees), adverse credit reports and garnishment of wages.
3. Residents desiring to install a satellite television reception dish must obtain the approval of the Housing Manager prior to the installation. The submitted request must reflect the exact place or position that the satellite dish is to be installed. Under no circumstances will approval be granted to deface the structural exterior of the building for installation of a satellite dish. Likewise, the satellite dish may not be installed in an area that will result in a nuisance for neighbors. Requests to install a satellite dish will be submitted through the Building and Assistant Area Coordinators to the Housing Manager, 293d Base Support Battalion.
4. The installation of window air conditioning units is not authorized. The only exceptions that may be granted are for compelling medical reasons that are verified by a medical doctor and that are accompanied by a recommendation of the Commander of the Medical Clinic. Requests for an exception are to be submitted through the Building and Assistant Area Coordinators to the Housing Manager. Medical certification regarding the condition requiring air conditioning must be attached to the request. If approved, all costs for the installation of the air conditioning unit and the removal and restoration of the housing unit will be at the expense of the resident.
5. Fences in the Grant Circle/Taylor Street area: Any fence that a resident constructs must be chain link, supported every two meters with a vertical post, supported horizontally on the top edge with a rigid support or a support wire, have knee bracing on corner posts, be no more than two meters high, serve a designated purpose and pose no safety hazard. Before clearing quarters, the sponsor must remove and dispose of all fencing materials and attachments that are not part of the real property inventory and restore the grounds to the original condition. Requests for installation of fences must be submitted as outlined in paragraph 1, above.



**TAB L (continued)**

6. Any personal property that the Housing Office has authorized to be installed in the housing unit will be installed at the resident's personal expense. The expenditure of government funds is not authorized for the installation of private property.

## **TAB M**

### **YARD, ATTIC AND SIMILAR SALES**

1. Active duty military personnel and their family members residing in military family housing may conduct yard, attic or similar sales no more than twice each year. Written approval must be requested through the Building Coordinator to the Assistant Area Coordinator prior to conducting the sale.
2. The following general guidance must be adhered to for all yard, attic or similar sales:
  - a. The sale may be conducted only on a Saturday and between the hours of 0800 to 1700 hours.
  - b. The sale may not interfere with other residents quality of life.
  - c. The sponsor must ensure good order and thoroughly clean the area after use.
  - d. Sales may be publicized in local on-post media, bulletins and/or other approved notices. Signs, posters, directional arrows and similar devices will not be posted.
  - e. Only personal property may be offered for sale.
  - f. Residents may not fabricate, produce or purchase in volume for the purpose of resale.
  - g. Items may not be sold to local national personnel without proper customs authority.
3. A sample request/authorization form is provided at **ANNEX 1**.
4. A copy of the approval to conduct the sale must be displayed at the site of the sale.

**ANNEX 1 TO TAB M**

**SAMPLE REQUEST TO CONDUCT YARD, ATTIC OR SIMILAR SALE**

MEMORANDUM THRU Building Coordinator, Building \_\_\_\_\_

FOR Assistant Area Coordinator, Area \_\_\_\_\_

SUBJECT: Authorization to Conduct Sale

1. Request permission to conduct a Yard Sale / Attic Sale on Saturday, \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.

2. I understand that I must keep this memorandum in my possession at all times during the hours of the sale.

3. I also understand that I must abide by the procedures outlined in 293d BSB Memorandum, AEUSG-MA-EH, subject: Management of Government Controlled Housing (293d BSB Order 210-50), TAB M.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Assistant Area Coordinator, Area \_\_\_\_\_

## TAB N

### **REFUSE COLLECTION AND SEPARATE OR RECYCLE TRASH (SORT) PROGRAM**

1. During the last 20 years, there has been a lot of emphasis placed on recycling in the United States. Germany places an even greater emphasis on the proper disposal and recycling of wastes and has laws in effect that mandate recycling. It is important that every member of the Mannheim military community participate in the 293d BSB SORT Program. It keeps us in compliance with the law, and more importantly, it is the right thing to do for the environment. An additional benefit is that recycling reduces the amount of waste that the BSB must pay to dispose of. This saves scarce Army funds, that we can better use for community projects.

2. The SORT Program requires each and every household and quarters to separate their waste (trash) and deposit the separated wastes into the proper containers that are conveniently located in or near the housing areas. The four main waste types include Recyclable Paper Waste (e.g., newspapers), Yellow Bag Waste (e.g., empty milk cartons), Glass Waste (e.g., empty mayonnaise jars) and Household Refuse. The BSB pays over Euro 250 per ton to dispose of the Household Refuse. The other three types of waste are recyclable and can be disposed of at little or no cost to the BSB. Additional clarification on each of the four main types of waste follows:

a. Recyclable Paper Waste. This includes most types of clean paper or cardboard. Large containers for Recyclable Paper Waste are often painted green and/or marked “Paper/Cardboard Only.” Examples include:

Newspapers	Magazines	Advertisements
Envelops	Computer Paper	Junk Mail
Paperback Books	Gift Wrapping	Brown Grocery Bags
Cardboard Boxes	Post-its	Old School Papers

b. Yellow Bag Waste. This type of waste includes the wrappers and packaging of most food, consumables and toiletries we use. It is named for the yellow bags that are provided by and used throughout the city of Mannheim. The yellow bags are available, free of charge, at the Mannheim Commissary information desk, the SORT Center and at the DPW Self-Help Store. Also, food containers should be empty before discarding. For all areas of BFV except Grant Circle, Yellow Bag Waste that is either bagged or loose must be placed in the large containers painted yellow and/or marked “Yellow Bags Only.” The containers are located throughout the housing area and are emptied every Thursday. In Grant Circle, resident’s Yellow Bag Waste must be bagged in the blue containers and the containers rolled to the curb.

DPW empties the blue containers every Thursday. Examples of Yellow Bag Waste include:

Milk Cartons	Juice Cartons	Toothpaste Tubes
Bubble Wrap	Metal Jar Lids	Plastic Jar Lids

## **TAB N (continued)**

Plastic Water Bottles	Aluminum Foil	Saran Wrap
Plastic Grocery Sacks	Aluminum Cans	Plastic Utensils
Packaging Materials	Metal Cans	Sandwich Baggies

c. Glass Waste. There are a number of green, brown and white colored “igloos” located within the housing areas. It is important that glass jars/bottles are free of liquids and food and have their caps/lids removed. It is also important that the proper color glass be placed in the proper colored “igloo”. Exotic colored glass (e.g. blue, purple) should be discarded in the green colored “igloos”. Ceramic dishes and tiles are not considered glass (they should be taken to the SORT Center) Glass Waste includes:

Soda Bottles	Beer Bottles	Pickle Jars
Wine Bottles	Mayonnaise Jars	Drinking Glasses

d. Household Refuse. Only those items that cannot be recycled or do not require special disposal should end up in the Household Refuse. It is very expensive for the BSB to dispose of this type of waste because it must be incinerated. In Grant Circle, residents’ Household Refuse (also called “Gray” Waste) must be placed in the large gray containers and the containers rolled to the curb and will also be picked up every Thursday, along with the paper waste and yellow bag refuse (blue and yellow trash containers). Examples of Household Refuse include:

Table Scraps	Old Cooking Grease	Coffee Grounds
Tea Bags	Pet Droppings/Kitty Litter	Corn Husks
Carpet Pieces	Small Wood Pieces	Bicycle Tires

3. There are some items that simply do not belong in any of the above groups of waste because they require special disposal or handling. To meet this need, the BSB operates a SORT Center (Bldg 405b), located adjacent to the parade field at Taylor Barracks. The SORT Center is open M,W and F 0800-1615, and T, Th 0800-1800 and is closed on German and American holidays. The SORT Center accepts all four wastes described above, as well as clothing, household hazardous waste/materials, furniture, scrap wood, scrap metal, electrical appliances and automobile parts. The only stipulation is that the waste is “household” in nature and the SORT Center customer is an authorized user with a USAREUR licensed vehicle. Items discarded at the SORT Center are available for all customers to withdraw at no cost. Special disposal/handling wastes include:

### **Clothing**

Shoes	Boots	Coats
Bedding	Pants	Shirts

## **TAB N (continued)**

### **Household Hazardous Waste/Materials**

Used Grease	Aerosol/Spray Cans	Batteries*
Empty Oil Cans	Mineral Spirits	Waste Paint
Waste Engine Oil	Used Antifreeze	Household Cleansers
Drano	Fluorescent Light Bulbs	Auto Wax

\*Flashlight batteries can also be discarded in the small green boxes located in front of the PX, Commissary, USO, etc.

### **Furniture**

Wooden Desks	Metal Desks	Old Beds
Mattresses	Box Springs	Ironing Boards
Couches	Chairs	Tables

### **Scrap Wood**

Plywood	Construction Lumber	Wood Shelving
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### **Scrap Metal**

BBQ Grills	Pots/Pans	Misc. Metal Pieces
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### **Electrical Appliances**

Vacuum Cleaners	Stereo Components	Microwave Ovens
Televisions	Stoves/Washers/Dryers	Refrigerators
Fans	Computer Components	Light Fixtures

### **Automobile Parts**

Tires & Wheels	Seats	Body Parts
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4. Compliance with our SORT Program is mandatory. However, we try to encourage everyone to do their part to conserve our limited natural resources through active recycling. A single yellow bag that someone has carelessly tossed a waste glass jar into is enough to “contaminate” a large “Yellow Bag” container. Administrative and/or disciplinary action (to include eviction) may be taken against those residents who fail to comply with this worthwhile program.

**TAB N (continued)**

**293D BSB REFUSE AND RECYCLING PICK-UP SCHEDULE**

**HOUSEHOLD REFUSE:**

BFV Grey Containers: Daily, Monday through Saturday  
Grant Circle: Friday

**RECYCLABLE PAPER:**

BFV Green Containers: Tuesday & Wednesday  
Grant Circle Containers: Tuesday or Wednesday

**YELLOW BAG WASTE:**

BFV Yellow Containers: Thursday  
Grant Circle: Thursday

**GLASS:**

BFV Igloo Containers: Weekly – no set day (by contractor)

**BULK REFUSE PICK-UP:**

BFV: Every Monday

Notes- As a convenience to our residents, we perform Bulk Refuse Pickups every Monday in BFV/Grant Circle. There are no pick-ups for any wastes/recyclables on German and American holidays. Scheduled pickups for refuse and paper are slipped to the day following the holiday. Scheduled pickups for Yellow Bag Waste are moved to the day before the holiday.

**POINTS OF CONTACT:**

Refuse, Paper, Yellow Bag & Bulk Pick-up: 381-8927/7406  
SORT and Recycling Program: 381-7029/8675  
SORT Center: 381-SORT

## **TAB O**

### **HOUSING MANAGEMENT AND ASSIGNMENT POLICIES**

1. **HOME-BASED BUSINESS**: Individuals that desire to conduct an in-home business must submit a request for approval through the Housing Manager to the Financial Management Division, Directorate of Community Activities (DCA) and must also obtain final approval from German authorities. See **TAB G** and **Annex 2 to TAB G** for more information.
2. **VISITORS**: Family housing residents are permitted to have visitors in their quarters for a period not to exceed 90 days, cumulative, during any 12-month period. Requests for visits beyond the 90-day limitation must be submitted in writing to the Housing Manager for review and approval.
3. **ABSENCE FROM QUARTERS**: Within 14 days of the departure of family members from the command using Early Return of Dependent orders, the sponsor must clear the assigned family housing unit. If a soldier and his/her spouse are separated for a period in excess of 90 days, the assigned family housing is to be immediately cleared.
4. **PREGNANT SOLDIER POLICY**: A pregnant soldier that has no other dependents and is not otherwise entitled to family housing assignment, may apply for assignment to family housing upon presentation of medical certification of the pregnancy. Actual assignment to Government family housing will be permitted once she has entered her seventh month of pregnancy to permit her to clear the soldiers barracks and to establish a household for her family. A copy of the birth certificate and certification of command sponsorship of the child must be presented to the Housing Office within a period of 30 days after the birth of the child.
5. **TEMPORARY LODGING ALLOWANCE**: An applicant that is residing in transient accommodations and in receipt of Temporary Lodging Allowance (TLA) must accept the first available Government housing. These individuals may not elect to wait for a housing unit in their area of choice and continue to receive TLA. If a soldier in receipt of TLA refuses assignment to an available housing unit, their entitlement to TLA will terminate effective the date of the refusal to accept the quarters offered.
6. When possible, families will be assigned quarters that contain a separate bedroom for each child. In cases where sufficient quarters are not available to permit a separate bedroom for each child, families will be assigned to quarters meeting the requirements of Table 3-2, AR 210-50.
7. Accompanied sponsors in the grades of 04, 05, E8 and E9 will be assigned to family housing units containing a minimum of three bedrooms.
8. **EXCEPTIONS TO POLICY**: Requests for an exception to the housing assignment policies contained in this directive and in AR and USAREUR Regulations 210-50 are to be submitted by the soldier through his/her Company and Battalion Commanders to the Housing Manager, 293d



### **TAB O (continued)**

Base Support Battalion. Requests for an exception to policy for medical reasons must be forwarded through the EFMP Coordinator in the Army Community Services office and also be reviewed by and contain the recommendation of the Commander of the Medical Activity. Each request received will be reviewed based on the merit of the individual request and recommendations of the soldier's Chain of Command.

## **TAB P**

### **WELCOME WAGON**

1. The Welcome Wagon Program is designed to welcome new residents to the building, inform them of housing area responsibilities and provide a rapid means to “get acquainted” with neighbors. Responsibilities include:

- a. Area Coordinator/Assistant Area Coordinator: Ensure Building or Stairwell Coordinators greet newcomers. Require Building Coordinators to report on newcomers at monthly meetings.
- b. Building Coordinator: Form a Welcome Committee consisting of the Building Coordinator and all Stairwell Coordinators. A volunteer committee may also be used. Spouse participation is encouraged. Greet all incoming families. Ensure they have welcome packets, unit sponsors and that they are briefed on all building policies. Explain local transportation network and location of nearby facilities.
- c. Stairwell Coordinator: Same as Building Coordinator.

(NOTE: The Welcome Wagon is intended to make people feel welcome. Use your imagination. How would you like to be welcomed to a community? Possibly take them a food dish [casserole, etc.]. Make the newcomer feel at home.)

2. Suggested Activities: The below listed activities can also be used to build community spirit and a sense of “neighborhood”:

- a. Arrange group sporting events.
- b. Outings to local areas and places of interest.
- c. Building or Stairwell potluck dinners.
- d. Area craft competitions.

**TAB P (continued)**

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## **ANNEX 1 TO TAB Q**

**ANNEX 1 TO TAB Q (continued)**  
**TAB Q**

**HOUSING OF DOMESTIC EMPLOYEES**

1. Sponsors must comply with host nation and USAREUR requirements in order to hire a domestic employee.
2. Sponsors are not authorized increased housing entitlements or larger housing accommodations when they choose to hire domestic employees. Likewise, government furnishings support is not authorized in support of domestic employees.
3. Procedures that must be followed to hire a domestic employee in Germany are outlined in USAREUR Regulation 210-50. These procedures include the conduction of a background check on the employee and ensuring domestic employees have a valid residence and work permit (among others). In general, the procedure is as follows:
  - a. The domestic employee will need the following:
    1. A local police file check from Germany (if German citizen) or the country of which he/she is a citizen (if from a country within the European Union). Consult local German authorities or the 293D BSB Legal Office for specific requirements if the employee is from a country outside the European Union.
    2. Proof that he/she has registered as a resident (if applicable) and as an employee in Germany with the local authorities (Ordnungsamt).
    3. A letter of employment or intent to employ by the sponsor (military ID card holder who occupies the government quarters).
  - b. Once these checks have been completed, attach the documents in a folder with the following forms and submit to the Housing Office for approval:
    1. Letter requesting approval to house a non-family member in government quarters (see **ANNEX 3 to TAB Q** for letter sample).
    2. Local police files check from the Military Police/CID.
    3. Copy of registration for employment with the Ordnungsamt.
    4. Copy of Passport.
    5. Copy of background check from Germany and country of citizenship (if applicable).
    6. Copy of work permit from the Ordnungsamt.

**ANNEX 1 TO TAB Q (continued)**

7. Copy of employment contract. The contract must include the clause, “The authority of the employee to occupy GCQ will terminate when the employer vacated Government-controlled housing for any reason or on termination of the employment contract. Under these circumstances, the employ will give notice of termination of the employment contract”.

**c. The sponsor is responsible for applying for an installation pass and other necessary arrangements (e.g., additional force protection requirements, as needed) for the employee.**

**ANNEX 1 TO TAB Q (continued)**  
**ANNEX 1 TO TAB Q**

**NOTICE TO HOUSING RESIDENTS DESIRING TO EMPLOY DOMESTICS**

1. **DEFINITION:** Domestics are workers employed by residents to assist in maintaining their household, to include the provision of child care services.

2. **LEGAL CONSIDERATIONS:**

a. **HOST NATION LAWS:** As a member of the forces in Germany, servicemember and their families are bound to respect the laws of the host nation. If a servicemember plans to hire a domestic, he/she must be aware that German laws and administrative rules cover the following aspects of domestic employment:

- (1) Residence status
- (2) Permission to work
- (3) Deductions from wages for social security, medical, etc.
- (4) Registration and identification

b. **COMMUNITY REQUIREMENTS:** In addition to host nation laws, the Base Support Battalion Commander's policy requires that, before domestics are employed in the Mannheim community housing area, the following concerns, where applicable, be satisfied:

- (1) Crime prevention and security
- (2) Disease prevention
- (3) Registration and identification

3. **CONSEQUENCES OF NON-COMPLIANCE:** If a servicemember employs a domestic in his/her quarters in violation of law of regulation, he/she may suffer some or all of the below listed consequences:

- a. Illegal alien domestics will be arrested and deported
- b. Administrative penalties and substantial administrative fines
- c. Criminal prosecution
- d. Recoupment of unpaid labor wage deductions
- e. Eviction from Government-controlled family quarters

4. **REQUIREMENT:** Before employing a domestic in quarters on a live-in basis, a servicemember must receive written authorization from the Housing Manager. In most other cases, it is solely the responsibility of the servicemember to know the laws and comply therewith.

## **ANNEX 2 TO TAB Q**

### **POLICY FOR USE OF DOMESTIC EMPLOYEES**

1. **PURPOSE:** To provide policy guidance for lawfully obtaining domestic services by persons occupying Government-controlled housing in the Mannheim communities and to explain consequences of non-compliance with requirements stated herein.

2. **APPLICABILITY:** This policy applies to all personnel intending to employ domestics in their Government controlled quarters.

3. **DEFINITIONS:**

a. **Domestic.** A person who provides a service to a household. Typical services include cooking, cleaning, laundry, gardening and/or baby-sitting.

b. **Live-in domestic.** A domestic employee who resides in the household to which services are rendered. One type of live-in domestic is the “nanny” or person who provides full-time child care service.

c. **Other Domestics.** Domestics performing services on an other than live-in basis.

4. **FACTS BEARING ON POLICY FORMULATION:**

a. The following categories of persons are lawfully permitted to work in Germany:

(1) German citizens.

(2) Citizens of European Community (EC) countries who have residence permits (Aufenthaltserlaubnis) that do not prohibit employment.

(3) NATO SOFA personnel (e.g. members of the forces, civilian components of the forces, and their family members).

(4) Other aliens (e.g. non-German citizens) who have valid residence and work permits (Arbeitserlaubnis).

b. When a domestic is employed and paid (room and board is also considered payment), the following additional requirements exist:

(1) Accident insurance.

(2) Registration with German tax office(s)



## **ANNEX 2 TO TAB Q (continued)**

(3) Payment of social security contribution.

(4) Other statutory fringe benefits and employee rights.

c. Under German law, the employer is responsible for ensuring that their employees have a lawful residence and work status and that they are in compliance with all other pertinent laws.

d. All residents of Government quarters will ensure that the above legal requirements are complied with before they retain the services of a domestic (e.g. nanny).

### **5. POLICY PERTAINING TO LIVE-IN DOMESTICS:**

a. Residents of Government controlled housing that indicate a desire to hire a live-in domestic will be provided a notice (**ANNEX 1 to TAB Q**) concerning the hiring of domestics.

b. The Administrative Law Division, Office of the Staff Judge Advocate, will advise the Housing Manager on the legal requirements pertaining to live-in domestics and inform the Housing Manager if the requester is in compliance with applicable legal requirements.

c. Live-in domestics will not be permitted in Government controlled housing until the Housing Manager has certified in writing that the housing resident has been properly advise of, and is in compliance with pertinent laws.

d. Residents of Government controlled housing will not be authorized a larger apartment for the purpose of providing space for a live-in domestic to reside. The bedroom authorization for Government quarters is determined based only on the size and composition of the family.

**6. COMMAND AND COMMUNITY INTERESTS:** In addition to the requirements indicated above, the employment of domestics requires additional measures to satisfy important command and community interests. These measures are listed below by employee category:

a. German citizens and citizens of European Community (EC) countries: Crime prevention and security. Background checks must be made by the Community Provost Marshal for reasons stated above. The employer will provide the full name, date of birth and place of residence to the Office of the Community Provost Marshal. The employer will be notified of the results of the background check. The domestic may present a "Certificate of good Conduct" (obtainable at the local Ordnungsamt) in lieu of this procedure.

b. NATO SOFA personnel. Employment of live-in domestics who are members of the forces, civilian components members or family members of either, are not required to take any of the measures under this paragraph, "Command and Community Interests," other than as indicated in paragraph 6d, below:

## **ANNEX 2 TO TAB Q (continued)**

### **c. Other personnel:**

(1) Illegal aliens. The employment of illegal aliens is prohibited.

(2) Legal aliens. For the purposes of this provision, legal aliens include all aliens who meet the residence and work requirements of German law and who are not NATO SOFA personnel or their family members. Before retaining the services of a legal alien domestic, the employer must satisfy the following concerns:

a. Crime prevention and security. A background check must be made with the Community Provost Marshal (CPM) to ensure the prospective employee has not committed, nor is wanted for the commission of a serious offense or has not engaged in terrorist activities. Employers will bring their prospective employees to the Military Police Station for appropriate processing.

b. Disease prevention. Prospective employees must provide a doctor's statement to employers certifying that the domestic is free of contagious or communicable disease.

c. Registration. Domestics authorized in the housing areas must be registered with the Housing Office. The authorization to hire a live-in domestic will have no impact on the number of bedrooms authorized for a family. A larger apartment will not be authorized due to the employment of a live-in domestic.

e. Identification. Authorized domestics will be issued a letter by the Force Protection Office of the 293D Base Support Battalion that will allow them access to their work site during increased levels of force protection.

**ANNEX 2 TO TAB Q (continued)**

**ANNEX 3 TO TAB Q**

**REQUEST FOR EXCEPTION TO POLICY TO HOUSE DOMESTIC EMPLOYEE IN  
GOVERNMENT QUARTERS**

1. I hereby request an exception to policy to house a domestic employee in my government-controlled family quarters, under the provisions of USAREUR Regulation 210-50. I will ensure that I am fully complying with applicable USAREUR policy and German employment requirements, and am providing the following information:

Sponsor's Data:

Full Name:

Rank:

Social Security Number:

Government-Provided Quarters Address:

Unit of Assignment in Mannheim:

Unit Address (APO ):

Domestic Employee Data:

Full Name:

Aliases Used (maiden name, etc.):

Passport Number:

Country of Citizenship:

Purpose of Employment:

2. I understand that approval of my request does not imply an extension of other benefits or privileges to which non-family members or non-military ID card holders are not otherwise entitled (e.g., Commissary, PX, fitness center).

3. I understand that residence in government housing by non-family members under this policy does not make those individuals a "dependent of a member of the force" under current Status of Forces Agreements (SOFAs). Such persons are not entitled to the rights and privileges afforded by these agreements.

4. I understand that additional bedroom requirements are not authorized to accommodate non-family members. Domestic employees may only reside in those areas designated as living areas of government quarters and may not be housed in attics, basements, storage areas or any area in the building used as a common area or referred to as "maid's quarters".

**ANNEX 2 TO TAB Q (continued)**

**ANNEX 3 TO TAB Q (continued)**

5. I understand that storage of the my (sponsor's) household goods at Government expense to accommodate the non-family member's household goods is not authorized, nor is storage or shipment of non-family member's household goods.
6. I understand that the BSB commander may revoke authorization for non-family members to reside in housing for misconduct or when in the best interests of the Army for reasons relating to health, safety, morale or welfare on the installation without concurrence of the employer. Additionally, the domestic employee must vacate government quarters upon termination of his/her contract or when the sponsor no longer is authorized to reside in the quarters.
7. I understand that I am responsible for the actions of my employee, as with any guest or family member that I may sponsor, to include financial liability for any damages caused by my employee while on the military installation.
8. I further understand that I will immediately notify the Housing Office and Military Police when the employment of the domestic employee ends and will ensure that the installation pass and other authorizations provided to the domestic employee as part of the terms of employment are returned to the appropriate office.

---

(Sponsor's signature and date)

Enclosures

1. Local Police Files Check from the Military Police/CID
2. Copy of registration for employment with the Ordnungsamt
3. Copy of Passport
4. Copy of background check from Germany and country of citizenship (if applicable)
5. Copy of work permit from the Ordnungsamt
6. Copy of employment contract

**ANNEX 2 TO TAB Q (continued)**

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## **TAB R**

### **SINGLE SOLDIERS BARRACKS MANAGEMENT POLICY**

1. **PURPOSE.** To establish the 293d Base Support Battalion policy and procedures for the management, control and assignment of soldiers barracks in the Mannheim community and to provide information and guidance to personnel residing in barracks.

2. **APPLICABILITY.** This policy is applicable to all assigned Commanders, Installation Coordinators and personnel residing in barracks located in the Mannheim community.

3. **RESPONSIBILITIES.**

a. IAW CG USAREUR guidance, Unit Commanders are responsible for the overall management, quality of life standards, accountability of property and discipline in soldier barracks. The Chain of Command must demonstrate its concern for soldiers' welfare through barracks visits/inspections and weekend presence. Company integrity will be maintained whenever possible when assigning billets.

b. The management of soldier barracks is a commander's program with responsibility extending from the Senior Tactical Commander down the entire chain of command. All supporting activities and agencies will provide maximum support within their functional areas of responsibility or as tasked by the Base Support Battalion Commander. Some specific responsibilities are outlined in the following paragraphs.

c. Installation Coordinator:

(1) Review all requests for Statements of Non-availability (SNA) of soldier barracks and forward to the Unaccompanied Personnel Housing (UPH) Branch of the Housing Office, with a recommendation for final action.

(2) Monitor utilization of soldier barracks. Senior noncommissioned officers (SFC and above) may not be assigned to barracks designated for occupancy by junior enlisted personnel. Senior NCOs will be assigned to Senior Enlisted Quarters or reside in private rental housing.

(3) Submit a quarterly report to the Unaccompanied Personnel Housing Branch, Housing Office, reflecting the current utilization for all barracks facilities located on their installation.

(4) Convene council meetings (in coordination with the BSB CSM) at least quarterly to discuss problem areas and to develop plans for solutions.

d. Commanders of assigned and tenant units/activities:

## **TAB R (continued)**

(1) Appoint an Area Coordinator in the rank of 1SG or CSM to be responsible for an assigned area of barracks buildings.

(2) Appoint barracks managers.

(3) Appoint building and floor coordinators. This should be assigned as an additional duty, typically for the senior soldier in the building or floor area.

e. CSM, 293d Base Support Battalion: The CSM, 293d Base Support Battalion is the senior advisor to the BOSS (Better Opportunities for Single Soldiers) Program. BOSS meetings are held the 2d and 4<sup>th</sup> Wednesday of each month in Building 256 (USO building). The CSM, 293d Base Support Battalion, will also be the representative of the Commander in ensuring compliance with established policies and coordinating with the CSMs of units assigned within the 293d Base Support Battalion area of responsibility on matters relating to soldiers barracks.

f. UPH Branch, Housing Office, 293d Base Support Battalion:

(1) Monitor utilization statistics submitted quarterly by each Installation Coordinator. Submit required utilization reports to higher headquarters.

(2) Approve or disapprove requests for issuance of Statements of Non-availability (SNA) of barracks space. SNA requests will be approved when the utilization of barracks on an installation exceeds 95% occupancy based on the guidance contained in AR 210-50 and the CG, USAREUR Quality of Life Policy.

(3) Identify requirements and develop and maintain an aggressive long-range work plan for major improvements to all soldiers' barracks to upgrade the facilities to the CG, USAREUR's barracks construction standards, in collaboration with the Installation Coordinator.

g. Building and Floor Coordinators: Coordinate all actions necessary to ensure that soldiers' barracks are properly cared for and are healthy and comfortable places to live.

### **4. GENERAL.**

a. The Housing Office provides administrative management of soldiers' barracks. Unit Commanders and NCOs are responsible for soldiers' barracks.

b. Barracks Furnishings:

(1) Each barracks resident should be provided a minimum of the following items of Government furnishings:

## **TAB R (continued)**

Single Bed, Mattress and Box Springs  
Chest of Drawers  
Wardrobe  
Desk and Chair  
2 Table Lamps  
Rug

(2) If additional items are required or replacement of unserviceable items is necessary, the responsible hand-receipt holder will coordinate the requirements with the Centralized Furnishings Management Office (CFMO) to ensure that required furnishings and equipment are ordered and made available as needed.

(3) Soldiers will be permitted to purchase and utilize personally-owned furnishings in their room if so desired in lieu of, or to supplement, the Government-provided furnishings. If the resident desires to install a waterbed, a request must be submitted through channels to the Housing Manager for approval prior to installation. Specific information concerning the capacity of the waterbed, the dimensions and the filled weight of the waterbed must be provided to permit evaluation of the request. Waterbeds may only be installed after receipt of written approval (see Annex 1 to TAB G).

(4) Soldiers are not permitted to use hot plates in soldiers quarters. Microwave ovens may be used in rooms where sufficient electrical power exists.

c. Redecoration: Residents may rearrange and redecorate their rooms. If a resident desires to repaint a room, standard colors will be provided through the Expanded Self-Help Store located in Building 374 on Taylor Barracks. Residents must submit requests for paint and other self-help supplies needed through their Assistant Installation Coordinator. Residents that desire to use colors that are not provided through the Expanded Self-Help Store may buy the paint at their own expense. Residents must return rooms to DPW standards before they clear quarters.

### **d. Visitation:**

(1) Barracks residents are to be granted the right to have visitors in their quarters. Overnight guests are not allowed without the prior specific consent of the Unit Commander.

(2) A parent or legal guardian must accompany non-related, non-military guests under the age of eighteen. Permission slips purported to be from a parent are NOT sufficient to comply with the requirement established by this directive.

(3) Residents are responsible for their guests and will ensure that guests do not infringe on the privacy of, or access to, barracks facilities by bona fide residents.



## **TAB R (continued)**

e. Alcoholic Beverages: Barracks residents may store and consume alcoholic beverages within their assigned quarters. The sale of alcoholic beverages is strictly prohibited.

f. Pets (except fish) are not allowed in soldier quarters.

g. Barracks Inspections:

(1) Individual room inspections will be conducted only to the extent needed to ensure resident neatness, cleanliness, health, safety and security standards and respect for the rights of other residents. Commanders may need to inspect rooms not meeting these standards more frequently than they inspect other rooms until the established standards are met.

(2) Late-night or weekend room inspections are permitted only under unique circumstances. Security checks of common areas are allowed. Commanders will ensure procedures are in place to verify that rooms are maintained and clean.

(3) Inspections of military and organizational clothing, assigned individual equipment, TA-50 gear accountability and serviceability inspections should be conducted in an area outside of the individual's assigned room.

## **5. SUMMARY.**

a. The basic principle governing this policy is that each soldier is an adult and expected to behave in a responsible manner. Those who misbehave or abuse the privileges provided are held accountable for their misconduct. Soldiers who demonstrate non-compliance with this policy and the policy developed by their Installation Coordinator will have the appropriate privileges withdrawn by the chain of command. All soldiers in a unit or area should not be punished or penalized because of the improper behavior of their peers.

b. Failure to comply with this policy will result in swift corrective disciplinary action.

c. Each barracks resident should be provided a copy of this policy and a copy of the unit's SOP upon assignment to soldier barracks.

## **TAB S**

### **293D BASE SUPPORT BATTALION MAYORAL PROGRAM**

1. **PURPOSE:** To establish responsibilities, guidance and procedures governing the management of quality of life for all residents of Army family housing and the supervision of housing areas.

2. **APPLICABILITY:** This Standard Operation Procedure applies to all occupants of family housing in Mannheim and agencies supporting military activities or providing community service.

3. **GENERAL:** The Mayoral Program is designed to improve the quality of life for service members and members who reside in Mannheim Army Family Housing. It establishes a channel for monitoring, informing, planning and coordinating actions among housing area residents, the BSB chain of command and community support agencies and tenant units. The goals established as an integral part of the program are:

a. Provide recommendations to the BSB Commander for making decisions to improve community life and to inform the housing residents of services available.

b. Improve the flow of information between housing area residents and the BSB Commander and staff of the 293d BSB.

4. **MAYORS:** Mayors are unpaid volunteers who serve as the spokesperson for the residents of their housing area. Ideally, mayors will be the spouses of servicemembers; in the event no spouse volunteers as Mayor, a servicemember may assume the duties of mayor with the permission of his/her Commander. Mayor responsibilities are as follows:

(1) Reside in the housing area they represent.

(2) Facilitate communication between area residents and BSB Commander and staff.

(3) Actively solicit opinions and issues from area residents and represent them at meetings.

(4) Attend monthly Community Information Forums and bi-yearly Town Hall Meetings for their housing area. Mayors will be relieved of mayoral duties if they fail to attend three consecutive meetings.

(5) Coordinate with ACS point of contact for any issue that needs immediate attention.

(6) Distribute Newsletters that are provided by ACS POC at the monthly Community Information Forum to resident mailboxes within 5 days of the meeting.

(7) Post Town Hall Meeting notices provided by ACS five days before the meeting.

## **TAB S (continued)**

(8) Attend scheduled training.

(9) Maintain a file of information pertaining to their housing area. File should include, as a minimum, copy of the housing order, building coordinator list, telephone roster, monthly information packets, monthly newsletters, training information, etc. File will be returned to ACS POC upon completion of mayoral duties.

(10) Provide information and/or recommendations when requested by the BSB Commander.

(11) Initiate Mayor emergency telephone tree when necessary.

(12) Work in concert with Housing Chain of Command to assist in the accomplishment of housing area goals.

(13) Attend Housing Chain of Command meetings in order to stay abreast of area issues and to disseminate community information.

### **4. RESPONSIBILITIES:**

a. **ACS** is the proponent for the Mayoral Program; the ACS Social Services Representative is the point of contact (POC). The ACS POC will:

(1) Provide administrative oversight for the program.

(2) Organize and administer annual elections for area mayors. Publish election guidelines 30 days prior to each election. Election guidelines and nomination forms are distributed to each mailbox in housing in the month of July. If more than one person per housing area volunteers, elections are held in August. Mayors tour of duty is September – August. Should a Mayoral slot become vacant in the course of the tour of duty, the position will be advertised in the area and the BSB Commander will decide who will serve out the term if there is more than one volunteer.

(3) Arrange initial training for newly elected mayors; coordinate additional training quarterly.

(4) Serve as the liaison between Area Mayors, BSB staff and Commander. Provide advice and assistance to the area mayors. Serve as the community point of contact through which mayors may raise questions, discuss problems, obtain answers and resolve problems.

(5) Schedule, coordinate and set-up/tear-down monthly Community Information Forums and Area Town Hall Meetings.

## **TAB S (continued)**

(6) Take notes at meetings, tracking issues through completion. Issues from meetings will be disseminated via email within three days of the meetings.

(7) Prepare an information packet for each monthly Community Information Forum. Packet will contain all issues from the previous month's meetings in addition to all open issues from prior months, issues from the prior month's Town Hall Meeting, BSB Community Events Calendar, publicity flyers for community events and other information that needs to be disseminated to area residents.

(8) Prepare a community newsletter monthly for mayors to distribute to each resident's mailbox. Newsletter will be given to mayors at the monthly Community Information Forum. Distribution is as follows: Area A – 110, Area B – 210, Area C – 310, Area D – 270  
Area E – 200, Area F – 270, Area G – 340, Area H – 270

(9) Coordinate with DCA (Financial Management) for funding approval for reproduction. Prepare DA 844 requesting 70 copies of the Community Information Packet and 1980 copies of the Newsletter.

(10) Prepare publicity for Town Hall Meetings. Make copies and distribute to Mayors at the Community Information Forum preceding the Town Hall meeting. Mayors will post one copy per stairwell except for Area A who will distribute to mailboxes. Distribution is as follows: Area A – 110, Area B – 34, Area C – 51, Area D – 45, Area E – 30, Area F – 45, Area G – 51  
Area H – 39

(11) Publish a Mayor phone tree roster to disseminate emergency information.

(12) Work with the Housing Office to ensure the goals of the Mayoral program are met.

b. **BSB Commander** – as the Installation Coordinator, has command responsibility for monitoring and coordinating command response to soldier and family member misconduct, overseeing the quality of life for housing residents and providing advice, assistance and support within the housing area. The mayoral program is designed to assist with these responsibilities. The BSB Commander will:

(1) Exercise overall executive and directive authority for the Mayoral Program.

(2) Protect the rights and quality of life of housing area residents by directing compliance with this SOP and other directives to ensure harmony within the housing area.

(3) Chair the monthly Community Information Forum and Town Hall Meetings.

## **TAB S (continued)**

(4) Advise, assist and support the Mayoral program by providing (through ACS) administrative and logistical support (i.e. transportation, supplies, training, etc.).

d. **BSB Primary Staff** includes Chief of Staff, Command Sergeant Major, Human Resource Director (HRD), Director of Community Activities (DCA), Director of Logistics (DOL), Director of Public Works (DPW), Housing Officer, Assistant Installation Coordinator (AIC), and Community Provost Marshal (CPM). BSB Primary Staff will:

(1) Attend Community Information Forums and Town Hall Meetings.

(2) Provide program updates at meetings.

(3) Provide timely input to ACS POC on meeting issues. Suspense is five working days from the date ACS POC provides issue notes. ACS POC will disseminate issues via email within three working days of the meeting.

(4) Provide ACS POC input on any major program or upcoming event for inclusion in the Community Information packet and the Newsletter. Input is due the third Friday of the month.

e. **BSB Support Staff** includes Public Affairs Officer (PAO), Chaplain, Schools Liaison Officer (SLO), Child & Youth Services (CYS) Chief, Army Community Services (ACS) Officer, Commissary Officer, AAFES Manager and representatives from MWR Marketing, Health Clinic, Dental Clinic, Bank, Credit Union, USO, Red Cross and Early Development Intervention Services (EDIS). BSB Support Staff will:

(1) Attend Community Information Forums.

(2) Provide program updates at meetings.

(3) Provide timely input to ACS POC on meeting issues. Suspense is five working days from the date ACS POC provides issue notes. ACS POC will disseminate issues via email within three working days of the meeting.

(4) Provide ACS POC input on any major program or upcoming event for inclusion in the Community Information packet and the Newsletter. Input is due the third Friday of the month.

f. **Housing Chain of Command** for the purposes of this SOP includes Area Coordinators, Assistant Area Coordinators and Building Coordinators.

(1) **Area Coordinators and Assistant Area Coordinators** will IAW 293d BSB Order 210-50, Management of Government-Controlled Housing (TAB B, para 5 & TAB K, para 3):

## **TAB S (continued)**

- (a) Attend Community Information Forums and Town Hall Meetings.
- (b) Actively solicit opinions and issues from area residents and represent them at meetings.
- (c) Work in concert with Area Mayor to assist in accomplishment of housing area goals.
- (d) Invite Mayors to Housing Chain of Command meetings so Mayor can stay abreast of area issues and disseminate community information.

(2) **Building Coordinators** will attend Town Hall Meetings IAW 293d BSB Order 210-50, Management of Government Controlled Housing (TAB K, para3).

### **5. MEETINGS:**

#### **a. Community Information Forum**

(1) It is held on the first Wednesday of every month at the Top Hat Club, at 0930hours. AAFES/Commissary Council meetings are held in conjunction with the Community Information Forum in the months of February, May, August and November.

(2) Chaired by the BSB Commander.

(3) Attendees: BSB Primary Staff, BSB Support Staff, Mayors, Area Coordinators or representative, Assistant Area Coordinators, BOSS representative & Community residents.

#### **b. Town Hall Meetings**

(1) Held on the second Wednesday of month (except November, December, January and February) at the USO, at 1900 hours. Meetings are held for two areas per month. Schedule rotates by areas as follows: G&H, E&D, C&F, A&B.

(2) Chaired by the BSB Commander.

(3) Attendees: BSB Primary Staff (minus HRD), plus the Mayors, Area Coordinator of representatives, Assistant Area Coordinators, Building Coordinators, Building Coordinators & area residents from the area the meeting is for.

c. **Housing Chain of Command Meeting** should be held IAW 293d BSB Order 210-50, Management of Government Controlled Housing (TAB K, para 2).

6. EXECUTION OF THIS SOP: Effectiveness of the Mayoral Program is contingent upon all stakeholders doing their part IAW this document.

**TAB S (continued)**

## **TAB T**

### **FIRE PREVENTION**

Residents should adhere to the following safety and fire prevention guidelines.

- ?? Avoid accumulation of paper and waste.
- ?? Do not block exits or exit routes.
- ?? Make sure everyone knows the quickest way out.
- ?? Do not store anything near chimneys, wiring, under stairways in hallways and or stairs.
- ?? Have emergency phone numbers posted near each phone.
- ?? DO NOT store anything on or above the stove.
- ?? DO NOT use disposable aluminum foil protectors under the burner.
- ?? Turn appliances off immediately after use.
- ?? Have an adequate lid for each pan / pot readily available when heating up grease.
- ?? NEVER leave the kitchen when the stove is turned on.
- ?? Keep all appliances clean and free of grease.
- ?? Turn pot handles in towards the center or rear of stove.
- ?? DO NOT overload circuits and transformers. Make sure you don't pull more power than is supplied.
- ?? DO NOT use extension cords for use of heat generating appliances.
- ?? Check appliances, multiple outlets, extension cords for frayed or cracked cords.
- ?? If an appliance causes a fuse to blow - DO NOT use it anymore - have it serviced.
- ?? Do not use spray cans in the vicinity of smoke detectors and avoid accumulation of dust, steam and vapors in the vicinity of smoke detectors.
- ?? Keep windows and doors to the outside closed when barbecuing outside.



**TAB T (continued)**

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## **TAB U**

### **ENERGY CONSERVATION**

Reduce air pollution caused by burning  
Avoid the hothouse/greenhouse effect by reducing CO<sub>2</sub> emission  
Saving energy reduces dependence on natural resources

### **WATER**

Arrange proper repair of water leaking (call for service order).  
Do not use hot water if warm or cold water will suffice.  
Operate washer/dishwasher with a full load only.  
Do not pre-rinse dishes before putting them in the dishwasher (scrape-off food and empty liquids).

### **ELECTRICAL APPLIANCES**

Setting refrigerators to save energy (Refrigerator 37 – 40 °F).  
Make sure your refrigerator and freezer door seals are airtight (call for service order if needed).  
Replace paper wrappings with aluminum foil or plastic wrap, when storing food in the refrigerator.  
Check the dishwasher drains and filters to make sure they are not clogged.  
Turn-off PC monitor when unused.  
Turn-off PC and monitor at night.  
Use sleep mode instead of screen savers.  
Unplug electric appliances when not in use.  
Turn-off transformers when not required.

### **HEATING**

Do not overheat; turn thermostat or radiator controls down to 68 °F (20°C); middle setting.  
Use bath or kitchen ventilation fans only as needed.  
Keep doors closed in unheated rooms.  
Suggest shutting off radiators in corridors, vestibules and stairways.  
Raise shades, open curtains and let the sun-warmed air inside.  
Check caulking around windows and doors to prevent air infiltration.  
Eliminate air infiltration; keep doors and windows closed.

**TAB U (continued)**

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## **TAB V**

### **FORCE PROTECTION AND SECURITY IN HOUSING**

#### **Security In On-Post Housing**

It is the responsibility of all residents to do their part to ensure the security of all residents of Government quarters. If all residents do not take the proper security precautions, the safety and security of all residents in the building can be compromised.

1. Ensure all external doors are closed and locked unless being used or are under direct observation. This includes the basement entrances, which are often overlooked.
2. Do not prop doors open. Propping the door open with a stone and leaving the building unsecured is a security and fire violation. Individuals who do this should receive a citation from the Building Coordinator.
3. Ensure door closures are operating properly. Many doors are pulled closed but do not latch. Building Coordinators are responsible for calling in service orders when doors are not able to be secured properly.
  - a. Check external lighting often. Building Coordinators are responsible for contacting the Total Contract Maintenance work order desk when a light is found to be non-operational.
  - b. Become familiar with the vehicles that are parked near your building. Be aware of suspicious vehicles or persons. Contact the MP desk if unwanted solicitors or delivery personnel contact you.
  - c. Cut trees or bushes away from entrances that would offer concealment to unauthorized persons. Make sure that trees or bushes do not cover light fixtures. Contact DPW prior to cutting any tree or bush due to German restrictions.
  - d. Keep doors to your apartment locked at all times. This is to include while you are at home.
  - e. Never just “buzz” someone into your stairwell. Always use the intercom system to verify the identity of persons before allowing entry.
  - f. Lock doors to common areas. This includes, laundry rooms, storage areas, party rooms, etc.
  - g. Windows on the first floor should not be left open when quarters are not occupied. Basement windows should never be left open.

## TAB V (continued)

- h. Always check your vehicle before using it. Anything unusual should be reported.
- i. Post all emergency numbers near your phone and ensure everyone in the house knows them or knows where to find them. Emergency number stickers can be obtained from the Housing Assignment Office.

### 2. **SHELTERING IN PLACE**

In the event of an accidental release of toxic chemicals in the Mannheim area that may affect the Military Community, you may be advised to employ “sheltering in place.” “Sheltering in place” is a term to describe actions which residents can take to minimize the effects of toxic hazards. Two distinct actions must be taken without delay to maximize the passive protection a building can provide:

- ?? First, reduce the indoor-outdoor air exchange rate before the hazard plume arrives. This is achieved by closing all windows and doors and turning off all fans, air conditioners and combustion heaters.**
- ?? Second, increase the indoor-outdoor air exchange as soon as the hazardous plume has passed. Opening all windows and doors and turning on all fans to ventilate the building will achieve this.**

If there is a need to “shelter in place,” residents should expect to be alerted by one or more of the following: MPs using bullhorns to announce the incident, information alert on AFN television, and/or AFN radio. During normal duty hours, military personnel can expect to be notified via their chain of command. Personnel will be alerted by the Military Police using bullhorns to announce the incident and the BSB EOC will also notify the chain of command by telephonic means.

Though sealed, a building does not prevent contaminated air from entering; it minimizes the rate of infiltration. Outside air enters more slowly and once the external hazard has passed, the building releases the contaminated air slowly as long as the building remains closed.

The level of protection that can be attained by “sheltering in place” is substantial. Residents of the Mannheim Community can do much to protect themselves in their homes by taking actions required for sheltering and residents should plan for and do the following:

- ?? Close all windows and doors.**
- ?? Turn off any air conditioners, fans, and combustion heaters.**
- ?? Place wet heavy bath towels at the base of windows and doors.**
- ?? Close off any dampers for outside air.**
- ?? Close and seal stairwell doors and other outside entrances.**

## **TAB V (continued)**

**?? Prepare for lengthy stays so fill sink and bathtub with extra water.**

**?? Have extra non-perishable food available and bottled water.**

Residents are strongly encouraged to establish a family plan for this situation and conduct practice drills for the entire family.

For the protection of all residents, doors must be closed at all times. Leaving doors open is an open invitation to nonresidents to enter the building. Keeping doors closed minimizes the possibility of vagrants, vandals, and potential terrorist or anti-American acts occurring.

**Occupants should not prop open doors with stones or leave doors unsecured. Doing so is a citable violation of the Housing policy and puts all occupants of the building at increased security risk.**

### **Safe Neighborhood Awareness Program (SNAP)**

1. General: The SNAP is composed of an organized network of residents interacting with the neighbors and the Military Police in preventing and detecting crime, increasing security awareness and good order and discipline in the housing areas.

2. Objectives: The SNAP is designed to encourage military sponsors and their families to participate actively in protecting their property and the property of their neighbors, to detect and correct problems with neighborhood discipline and order issues before they require law enforcement involvement, to participate actively in crime prevention programs and to report suspicious activities to the Military Police. Additionally the program is designed to develop the following:

a. Awareness of community discipline and crime trends and development of prevention efforts.

b. Knowledge of quarter's security procedures and their effectiveness.

c. A cooperative system of surveillance over each neighbor's property and the neighbor common areas.

d. Accurate observation and reporting of suspicious activities.

e. Reliable two-way information links between the families in the community and the Military Police.

3. Responsibilities:

**TAB V (continued)**

- a. Area Coordinators. Encouraged to accept the primary role as facilitator of SNAP in their area.
- b. Building Coordinators. Primary link between the Provost Marshal Office (PMO) and their area of responsibility. Building Coordinators will be the eyes and ears of the PMO by providing accurate and timely criminal intelligence information and assist in the deployment of Military Police assets. Attend SNAP training sessions (held at the conclusion of housing training sessions and/or Town Hall Meetings).
- c. Alternate Building Coordinators. Perform duties of the Building Coordinator in their absence.